Youth Program Parent and Student Handbook
The LCC Youth Program offers classes for students in grades 2 through 12. We focus on hands-on learning taught by college instructors. LCC Youth Program provides respectful, engaged staff, safe surroundings, and STEAM education. These classes are Serious Fun!

Program information

Location of classes

+ LCC Downtown Campus
  411 N. Grand Avenue
  Lansing, MI 48933

+ LCC East
  2827 Eyyde Parkway
  East Lansing, MI 48823

+ LCC West Campus
  5708 Cornerstone Drive
  Lansing, MI 48917

+ LCC Livingston County Center
  402 Wright Road
  Howell, MI 48843

And other locations! Visit lcc.edu/seriousfun for a specific location for each class.

Days of operation

+ Summer camps are held Monday-Thursday (with a few exceptions)
+ Summer semester runs from mid-June to early August each year
+ Afterschool classes are held throughout the school year at select schools

Visit lcc.edu/seriousfun for specific dates

Hours of operation

Summer

+ Morning classes are from 9 a.m. - noon
+ Afternoon classes are from 1 – 4 p.m.
+ Supervised lunch is available each semester from noon – 1 p.m.
+ Before Care supervision is available from 8 – 9 a.m. (earlier some semesters), and After Care from 4 – 5 p.m. Contact the Lifelong Learning Office at 517-483-1415 or lifelong@lcc.edu for more details

Afterschool classes

+ Times vary based on specific school location

Visit lcc.edu/seriousfun for description and time for each class.

Parents need to send:

+ A snack and drink with their child each day
+ Lunch if their child is staying during lunch (summer program only)
+ Appropriate clothing, sunscreen, and bug spray for scheduled field trips
+ Supplies and materials requested in the class description (other supplies are provided for each class)

Transportation

+ LCC does not offer student transportation to and from your home to class
+ Please arrange all transportation needs prior to starting class
+ LCC will provide transportation for all field trips

Dress code

+ All students must wear family-friendly clothing appropriate for the classroom
Sign-in/sign-out procedure
(May change due to COVID-19)
Parents/guardians who have completed the Parent Contact Form may drop off their child at the front doors of the building. LCC staff members will wait to escort your child to the care room until their class begins.
Parents/guardians who have not completed the Parent Contact Form will be asked to park, come into the building, and fill out the Parent Contact Form before dropping off their child.
Parents/guardians are expected to come into the building to pick up their child.
+ Parents/guardians may pick their child up directly from the classroom within seven minutes of the class ending
+ After seven minutes, parents/guardians may pick up their children from the care room (room 113/114)
Students are to be picked up only by an authorized adult. Parents must list all authorized adults on the Parent Contact Form.

Name Tags
Each student will be given a nametag during orientation on the first day. These must be worn at ALL times (including lunch). Nametags DO NOT go home with the student.

Lunch
Students here during lunch will be escorted to the lunchroom by staff and supervised during lunch (noon – 1 p.m.). Staff will facilitate games and outdoor activities if weather permits. Students must bring their own lunch each day.

Snacks
Students are encouraged to bring a healthy snack and drink to each class since each session will include a short break. Please avoid bringing snacks with peanuts due to allergy concerns.

Before and After Care
Before Care supervision is offered from 7:45 – 9 a.m., and After Care supervision is offered from 4 – 5 p.m. when summer camps are in session.

Closing Ceremony
Some classes and camps include a Closing Ceremony, wherein the instructor invites parents to attend class on the last day to show what students have done during class. Instructors will communicate this information to parents through class handouts or email.

Evaluation
Parents and students are asked to complete a short evaluation on the last day of class. Please allow yourself 5 minutes to complete this survey.

Code of Conduct
All students must follow the LCC Student Code of Conduct located at:
lcc.edu/academics/policies-procedures. html#StudentGeneralRules

Scholarships
The number of scholarships available each semester varies, depending on donations from the community. Eligibility for scholarships is often based on income. The Youth Program sends out application forms via email about 6 to 8 weeks prior to the first day of class. If you do not have access to email, please contact our office at 517-483-1415 for assistance. Applying for a scholarship does not guarantee that you will receive one. If you are interested in joining our scholarship email notification list (to receive notification when scholarships are available), please contact the Lifelong Learning - Youth Program Office by email lifelong@lcc.edu or by phone at 517-483-1415.

Parent Contact and Release Form
Parents must complete a “Parent Contact and Release Form” prior to the start of class. This form provides Youth Program instructors and staff with valuable information, such as medical concerns and emergency contact information regarding your child.

We cannot accept your child into our program until this form is received!

Click on the link below. If it does not open, copy and paste the link into your web browser to access the form.

+ dynamicforms.ngwebsolutions.com/ Account/Login?ReturnUrl=%2FSubmit%2FStart%2F9bc00be2-c175-4df0-911a-9c65dab99717%3FSSO%3DNN

+ Choose “Create New Account” to get started

Parent responsibilities

Choose “Create New Account” when logging in for the first time.
Student responsibilities

Students need to bring:

+ A positive attitude!
+ A snack and drink each day
+ Their own lunch if staying during lunch (summer camps/classes only)
+ Appropriate clothing, sunscreen, bug spray, etc., for scheduled field trips.

– Youth Program T-shirts provided; students must wear these while on a field trip

Students agree to be respectful:

Be respectful to STAFF
+ Instructors and other staff

Be respectful to STUDENTS
+ Other students in the class

Be respectful to STUFF
+ Equipment, supplies, classroom tables, chairs, etc.

Students agree to:

+ Wear family-friendly clothing appropriate for the classroom
+ Use family-friendly language

Students must follow the LCC Code of Conduct

+ All students must follow the LCC Student Code of Conduct located at: lcc.edu/academics/policies-procedures.html#StudentGeneralRules

To summarize the Code of Conduct into one sentence, students must listen to and follow directions from their teacher and other staff.

Additional contacts

Nancy Dietrich  
Lifelong Learning Director  
dietrin@lcc.edu · 517-483-5250

Teresa Price  
Youth Program Coordinator  
pricet14@lcc.edu · 517-483-9306

The LCC Youth Program is part of the Lifelong Learning Department in the Community Education and Workforce Development (CEWD) Division at Lansing Community College.