



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Dear Student and Parent/Guardian:

Welcome to the Lancaster County Career & Technology Center and the Dental Assistant Program!

In order to prepare you for your upcoming year we have put together some information for you concerning the 2025-26 school year.

The Dental Assistant Program at the Lancaster County Career & Technology Center is designed to give the student the theory and practical experience necessary to become a successful member of a professional oriented team. In order to accomplish this goal, it is necessary to have each student dress in a manner that is consistent with the profession. All students are required to wear the uniform as described in this letter.

We will be using Fully Promoted Lancaster for the uniforms this year. It is recommended that each student order three pairs of uniform pants and at least two, or if you would like, three lab jackets. You may purchase plain white pullover shirts or mock turtlenecks through this company, **or** you may purchase plain **solid-colored** shirts elsewhere. The shirt **must** be a professional **solid** color with no writing or pictures. Also needed is a pair of professional clinic shoes **or** a pair of uniform crocs. Clinic shoes cannot be a cloth material, they must be liquid resistant. These may be purchased at **any** uniform or shoe store and the crocs may be any color as long as they do not have openings on the top of them. If you wish to wear a sweatshirt at any point throughout the year, it **must** be a CTC logo crewneck sweatshirt which you can also order from Pro-Look. This is not a required purchase but no other sweatshirts can be worn. It is recommended that you order your uniforms as soon as you get this letter to ensure on-time delivery. Students must be in uniform for the first day of school.

In addition to having the proper professional attire, part of the uniform is appearing professional in other aspects. In the Dental Assisting Program, this includes removing all facial piercings or replacing them with a clear spacer. It will be unacceptable to cover these with band aids during class. If you have multiple piercings in your ears, you can only wear 2 earrings per ear in any hole. Tattoos must be covered up with clothing or make-up. Make-up is allowed but it must look natural.

With recent events, the importance of infection control has been brought into the spotlight. Following proper infection control and OSHA guidelines is imperative for the health and safety of the dental professional. Therefore, in the dental assistant program no jewelry is allowed to be worn (this includes watches, bracelets, necklaces, and rings). No nail polish or fake nails will be worn because the polish and acrylic traps bacteria in your fingernails. Hair must be up off of the shoulders and out of the eyes.

A large binder, dividers, notebook, and writing utensils will be helpful for you to be successful. I do not have a preference for pen or pencil for writing so use whatever you prefer. We will be covering several topics at the same time so organization is going to be very important. A course outline has been provided in this packet of information to give you an overview of what you can

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1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

expect to learn this year. It will be extremely beneficial for students to have access to a computer and internet connection at home as there are many online resources to help complete assignments and prepare for exams.

Each student will be provided with a Student Kit during the first week of school. The kit is paid for by the CTC. This includes all of the materials they will need in lab including but not limited to gloves, masks, safety glasses, etc.

As you are probably aware, any health occupations field, in general, is considered to be a high-risk field. It is, therefore, **highly recommended** that the students have hepatitis immunizations. (You may have already had this immunization as a high school student.) A tetanus update and a TB test are **required**.

These injections **should be started before** school begins. As the Hepatitis B is highly recommended but not mandatory, we feel it necessary to advise you that without it the students will only be permitted to be passive viewers versus active participants when they go out on the clinical rotations to private dental offices later in the year. This is for the protection of the student. In addition, each dental assisting student is required to have a dental exam **prior** to the beginning of school. If you have had an exam within the last six months, just have the dentist fill out and sign your dental form with the information requested. Please see the enclosed dental and medical forms that are to be filled out prior to the start of school and brought in the first school day. Please be aware that a physical **is not** needed, but documentation of your hepatitis injections, TB test and tetanus update is a program requirement.

If requirements are met, students will have the opportunity to spend the last two months in an actual dental office putting to practice everything they have learned. There are many times that this can lead to a job offer but it is not guaranteed. This is **not** a requirement to complete the program and **not** a requirement to graduate. Clinical rotations are a privilege and not a right. The opportunity is earned by the student. They will receive the clinical rotation agreement on the first day of school that lists the requirements.

I would like to address transportation in this correspondence to you. During the second half of the year when we are in clinical rotations, you will be responsible for your own way to and from the clinical sites. This will be discussed further the first week of school. If you are going to drive to school instead of riding the bus, you must be present at 8 am and stay until 2:35 pm, regardless of when your school bus would arrive or leave. Failure to follow these rules could result in disciplinary action, loss of driving privileges, and loss of clinical rotation participation.

We are highly recommending that this summer the students spend a **minimum of two full days** in a dental office of their choice prior to beginning the Dental Assistant Program. This experience will provide students a more realistic understanding of the knowledge, pace and professionalism that will be required during the school year. **Please bring documentation from a dental office that this activity was completed.** It will be collected on the first day of school.

Our grading systems are different than the traditional method of grading. 33% of the grade is knowledge. This includes exams, homework, class assignments, projects, and completion of

certifications. 33% of the grade is skills. This is the actual completion of hands-on skills in the lab. There are task sheets provided for every skill to list the step-by-step process of what is expected. The last 33% of the grade is daily score which is your work ethic. The goal is to prepare you for a career in the workforce. There are skills that make you employable. This includes showing up on time, wearing the uniform and following all uniform rules, participation, having a positive attitude, and being respectful.

The school is providing all textbooks and they will be available to your student on the first day of class. The CTC will pay for the cost of the primary certification for the course. Additional certifications will be at the cost of the student. The list and costs are on the program cost sheet included in this information packet.

Last but not least, please note the first day of CTC is August 20th. Our school calendar will be available on the LCCTC website after June 1, 2024. The dental program will begin on the first day of CTC regardless of when your high school begins its 2025-26 school year. It is highly recommended that you attend on our first day as instruction will begin on that day.

If you have any questions concerning the information contained herein, please feel free to email me at rsprecher@lanasterctc.edu.

Have a great summer and we will see you in August!

Sincerely,

Rachel Sprecher, EFDA
Dental Assistant Instructor