



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Dear Student and Parent/Guardian:

We have been notified that you have been accepted to spend your senior year studying to become a Nursing Assistant/Home Health Care Aide at the Willow Street Campus. **Please have your parents/guardian read this letter so everyone knows the necessary information. This will help to avoid any confusion or problems when starting your senior year.**

Classes begin at 8:00 a.m. and end by 2:35 p.m. Depending upon your bus schedule, you may arrive and leave at different times. Class instruction and homework assignments will begin the first week.

The following is a list of items you are REQUIRED to have by **July 31, 2024**:

- ☐ Criminal History Check (**If you have been a Pennsylvania resident for less than two years, you will need a FBI check completed prior to the start of school. Please contact instructors for information on processing the FBI check.**)
- ☐ Physical Exam- paperwork is included with this letter.
- ☐ TB/PPD test (**2step**) Injection #1 given then read 48 to 72 hours later and injection #2 given then read 48 to 72 hours later. **1 week** between injections-on physical exam form, enclosed paperwork

The following is required to participate in Job Shadowing, co-op and or other outside opportunities:

- ☐ Influenza Vaccine (required)
- ☐ COVID vaccine (per facility requirements)

You can mail the above information to the school address **except** the Criminal History Check which needs mailed to:

Willow Street Campus
Attn: Guidance Department
1730 Hans Herr Drive
Willow Street PA 17584

The following items are needed in class.

- ☐ (2) 3 ring notebook/s and dividers
- ☐ Notebook paper
- ☐ Daily Planner
- ☐ Pens
- ☐ 5 packages of 3x5 index cards
- ☐ Assignment Book
- ☐ Uniforms
- ☐ Watch with second hand

WILLOW STREET CAMPUS

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

Textbooks will be ordered by the school at **no cost** to you. They will be distributed at the beginning of the school year.

Please note the students of the nursing assistant program can obtain certifications. OSHA, DCW, CPR, and First Aid certification will be at no cost to the student.

- ☐ American Heart Association CPR card approximately
- ☐ American Heart Association First Aid card approximately
- ☐ OSHA 10
- ☐ Direct Care Worker Certification

Please note that additional certifications may become available to the program and to the student and may have an additional cost associated with them.

Uniforms are required on the first day of school. Uniform information is enclosed with this letter. Please order your uniforms promptly. In addition to purchasing your uniform at Pro-Look, they may be purchased in store and online at other retailers if colors are exact (Cherokee brand colors – pewter (grey), black and electric pink). In regard to outside opportunities and job shadowing, **you are expected to provide your own transportation to and from those sites.**

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 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 correct uniform and following all uniform rules (shoes, jewelry, hair, and nails), participation, having a positive attitude, and being respectful.

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 any outside opportunities.

We have given you a lot of information, but we hope it has helped in answering many of your questions. A student handbook will be reviewed at the beginning of school in order to make you aware of all school policies.

We may have met many of you when you toured our campus. We are looking forward to seeing you again and hope to make this coming school year a very satisfying and fulfilling one for you.

Enjoy your summer and prepare to have a great school year.

Sincerely,

Mrs. Tina Kirsten

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Mrs. Alisha Irizarry

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