Adult Life & Career Program

Client Handbook

Welcome to the LH Education Adult Life & Career Skills Program.

I am extremely excited that you have decided to attend the center. Our staff members are here to help you as you do your best to achieve your goals.

Our center is a place where you can concentrate on finding your independence as an adult.

Good Luck!

Lynn Hegedus, M.Ed

Director of Educational Services

LH Education’s mission statement is to create a better everyday life for those with disabilities through providing educational and vocational training; allowing individuals to reach their full potential from preschool through adulthood.

LH Education strives to promote equality for those with intellectual and developmental disability through education and work opportunities.

This handbook is a guide to life in the LH Education Life & Career Skills Program. The rules and behavior expectations listed in this handbook apply to all areas in the program regardless of whether we are on campus or off.

There may be some additional rules based on locations we attend as well.

Please Note!

Due to the nature of the trips we may take during the school day, please make arrangements ahead of time if you are planning to be late to class.

There will not be anyone in the building to meet you if you miss our departure.

Students are required to carry a form of ID on them at all times while in the program.

Student Rights:

As a student you have the right to:

Be treated with dignity and respect

Be treated fairly

Determine your own actions and behaviors as long as they fall within the safety and rules of the program

Student Responsibilities:

Respect the rights and privacy of others.

Treat others as you would like to be treated.

Follow program rules and expectations.

Voice any concerns to a staff member to be addressed

In Case of Emergencies

In case of emergency we will call parents or guardians as soon as this can be done safely. We will ask that parents will have someone able to pick up their child within 15 minutes of a phone call in an emergency situation.

Transportation

During the school day we will be participating in Community Based Instruction through the public bus system or car transportation.

Students will have to practice having the funds to be able to get from one location to another and back. Please make sure your child has $1 bills with them in order to do this.

Personal Appearance

Please remember we will be visiting possible employers. While students are not asked to dress up, clothing should be neat, clean and appropriate for an employer to see.

Cell Phones

We will encourage students to use cell phones as this is part of learning, taking notes and using as an accommodation. However, please keep these on vibrate only and use only on an as needed basis during instructional time.

LH Education is not responsible for any lost or stolen cell phones.

LH Education is a Tobacco Free Facility.

Behavior Policy

Students who have any behaviors that are injurious to self or others will ask to be picked up immediately for the day.

After three behavior pick-ups staff, parents and the student will meet to come up with a behavior plan.

If behaviors continue to be an issue the student will be dismissed from the program.

Inclement Weather Policy

LH Education follows the inclement weather decisions of Iredell Statesville School System. Our program will be closed if they are closed. If there is a 2 hour delay, we will delay 2 hours. If the delay is 3 or more hours, our program will be closed.

We will try to plan our bus trips around weather, but we cannot always foresee all weather issues. Please make sure your child is prepared for short outdoor walks and bus rides in many different types of weather.

Who is Eligible to participate in the LH Education Life & Career Skills Program?

Students must

be at least 18 years of age or have completed high school (Students over the age of 29 will not be accepted.)

have received Special Education Services in the school setting

be medically, physically and psychologically stable

be willing and able to comply with LH Education rules and regulations

ensure current behavior will not jeopardize health or safety of self or others

Have a full scale IQ of 60 or above

Have no current court charges or be under court supervision

Possesses a strong support system

Serious Issues that may preclude Admission include: arson, awaiting court charges or pending cases, sexual acting out, psychiatric hospitalization within the last year.

Notice of Privacy Policies

We understand your privacy is important. By applying to our program you are allowing us to use and disclose any necessary information within LH Education to complete our day to day operations.

We may use or disclose necessary information in emergency situations.

We may request communication between ourselves and other agencies to provide your child the best success possible.

Payment Policy

The Life and Career Skills program is only available to a limited number of students. These are the fees and policies attached with payments.

Application Fee is $50, non-refundable

Deposit/Admittance Fee is $200, non-refundable

(for wait-list students this fee is $50)

Program Fees: Families may set up one of two payment plans to be automatically withdrawn from their account on the due date via our PayPal account.

Monthly Fee of $900 per month, due the first of the month during the months of September until June. Considered late and in default on the 5th of the month.

(Monthly fee total saves $555 per year)

Weekly fee for all 39 weeks of the program is $245 per week, due each Monday, considered in default on that Friday

Any account that remains in default for more than 15 days will be removed from the program with no refunds.

Fees do not change due to inclement weather or emergencies.

Students must carry cash with them for their own purchases and bus rides.