



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551  
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June 2023

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), we would like to welcome your student to the Culinary Arts and Pastry Arts programs for the 2023-2024 school year.

Students in the Culinary Arts and Pastry Arts will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from [www.lcctc.edu](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

Please plan to attend the event below to obtain the following valuable information regarding the LCCTC: student schedules, attendance and grading policies, curriculum, classroom rules and procedures, lunch information, college credit opportunities, parent portal, etc. A reminder letter will be mailed concerning the Parent Orientation in mid-August.

### Important Dates

August 23, 2023 at 6PM  
August 28, 2023

Back to School Event  
First Day of School

Please contact us at 273-8551 ext. 2144 for Chef Corle or ext. 2140 for Chef Peffley if you have any questions. Email addresses are [rcorle@lcctc.edu](mailto:rcorle@lcctc.edu) and [bpeffley@lcctc.edu](mailto:bpeffley@lcctc.edu), respectively. We look forward to working with you to prepare your student for post-secondary education and/or a career in the hospitality industry field.

Sincerely,

Robert Corle Jr. CEC, CCE  
Culinary Arts Instructor

Brian D. Peffley CEPC, CCE, AAC  
Pastry Arts Instructor

Attachment(s)

# Lebanon County Career & Technology Center

## Culinary & Pastry Arts

### EXPECTATIONS

- 1) **PUNCTUAL:** Class starts at 8:00 a.m. SHARP. Students MUST report to class immediately upon arrival for attendance. Students should then report to English **completely dressed in proper uniform at 8:05.** English Doors close at 8:05 do not enter late without proper tardy note from Guidance Office or Adult Ed. Secretary.
  
- 2) **UNIFORM:** We wear “Our” uniform with honor and dignity. Students MUST have **CLEAN; PRESSED COMPLETE, Chef or Waiter Uniform wore Daily** with **WHITE** under garments. Black Leather work shoes must be worn at all times, with socks. **NO CANVAS SHOES WILL BE PERMITTED. THIS IS PENNSYLVANIA STATE HEALTH REGULATIONS.** *If a student is not properly dressed, the following strict action will be taken:*
  - A) **Apron’s will not be worn on bathroom breaks! Please place apron’s on hook’s outside of chef’s door. Remember to place your cell phone in the bin on chef’s door as well! Cell Phones will not be permitted to go with you on bathroom breaks!!! GROSS!!**
  
  - B) **No participation in classroom activities**
  
  - C) **Pot sink assignment (No Excuses) Accumulative policy**
  
  - D) **Affects Daily Grade**
  
  - E) **No uniforms will be laundered here at the LCCTC**
  
  - F) **Culinary Chef Hat policy – The hat you purchased must be worn each day while in production. If lose your hat and need one to avoid a zero for the day’s work ethic grade see the chefs for a disposable hat for \$1.00.**
  
  - G) **Hair no longer than shoulder length & must be kept up in hairnet and chef hat. Hair cannot be dyed any unnatural color. Men must be clean shaven-daily: (No beards, goatees, or hair under bottom lip) mustaches must be neatly trimmed. No unnatural hair colors.**
  
- 3) **C.A.Y.G.O:** Clean As You GO! The Hospitality Industry is greatly influenced by the **quality & cleanliness** of their “Employees” as well as the Kitchen they work in. If anything is spilled, clean it up immediately, keep workstations clean at all times. **GOOD HOUSE KEEPING WILL PREVENT ACCIDENTS.**
  
- 4) **SAFETY:** Be sure you know how to do your job safely. Work on the jobs that have been assigned to you. If you are in doubt about your job, or the safe way to do it, **ASK YOUR INSTRUCTORS!**

- 5) **MAINTENANCE**: Report unsafe conditions to the Instructors immediately. This means broken items, frayed electrical cords, defective tools, knives, or equipment. **PLEASE, do not try to cover up damaged materials or equipment, someone will get hurt.**
- 6) **RESPECT**: During class & kitchen times, please respect everyone's ideas and opinions. When talking to the Instructors, take your turn.
- 7) **JEWELRY**: Students are not permitted to wear any kind of Jewelry (Except a wedding band) this **includes ALL Earrings, Transparent spacers, Plugs, & Facial or Tongue Piercing of ANY TYPE.** This is a Pennsylvania STATE HEALTH REGULATION.
- 8) **FINGERNAILS**: Nails must be kept clean and trimmed, no longer than the length of your fingertip. No glued-on nails and/or nail polish of any kind.
- 9) **MEDICAL**: Report all personal injuries immediately, no matter how slight.
- 10) **HORSEPLAY**: Practical jokes of any kind are prohibited in the shop/school. NEVER throw any objects in the kitchens, never snap towels, walk in all areas, no running!
- 11) **FOOD**: No eating/drinking in the classroom, resource room, or kitchen areas without Instructor's permission. **NO GUM CHEWING EVER!** Tasting all required foods will be part of the educational experience with Instructor's approval.
- 12) **LANGUAGE**: No loud or foul language will be permitted at any time (Refer to Student Handbook).
- 13) **HALLWAYS**: No students will be permitted in the Hallways, except for the following:
  - A) Instructor's permission to go to the Office, Guidance Office, Nurse, or another Shop.
  - B) BATHROOMS – You must ask for permission and use assigned lav. passes.
    - 1) Two persons at a time (1 male and 1 female)
    - 2) Two breaks per day
    - 3) 5-minute limits
    - 4) **Students will remain in the classrooms until the bell rings at 2:10, if students are caught in the hallway their work ethic grade will be reduced.**
- 14) **Cell Phones**: We embrace the technology that a cell phone provides our students but as young professionals in training, there are rules to using the phone properly!
  - 1) All students will adhere to the CTC's student handbook concerning the use of cell phones! A-Wing has some other rules that must be followed.
  - 2) A cell phone is like handling money, it is **Absolutely Filthy!**
  - 3) Cell phones need to be sanitized with an electronic sanitizing wipe and wrapped in plastic.
  - 4) Then placed at your workstation and not put back into your pocket!
  - 5) The cell phones will be used to take pictures of your work, looking up recipes and video recording of demos (if you have received permission to do so by the chefs).
  - 6) No other personal use will be allowed during instruction hours No personal phone calls, texts, Tweets, Snapchat, or Instagram's will be made or received during school hours. In an Extreme Emergency, the Instructors will give you permission to do so.
  - 7) **No Ear Buds or Headphones are Permitted at any time.**

- 8) **Cell Phones Will Not Be Permitted to Go With Students On Bathroom Breaks!**
- 15) **ATTENDANCE:** You are to be in school. If sick or injured, **YOU are to call your Instructor and inform them that you will not be attending that day.** Failure to do so will affect your grade. It is also your responsibility, first day returning to school, to ask your Instructor for all work missed. **You must make up all work, assignments, and practical kitchen time.**
- 16) **LOCKERS:** You will be assigned a locker. The LCCTC is not responsible for lost or stolen items. **There will be no loitering in the locker rooms at any time!! The doors will be locked!**
- A) Put all personal articles in your **locked** locker. Including Chef Hats, Coats, & Books.  
B) Don't give your locker combination to anyone.  
C) Don't share a locker with a friend.  
D) Leave no items in classroom, resource room, or kitchen areas  
1) You will be charged for items picked up by your Instructors.  
2) Students who need key locks; you must provide Instructor with key.
- 17) **PREPARED:** Bring Textbook and Student Guide to class **everyday.** Have a pencil for English and Culinary or Pastry Arts Daily. **Assignments** might be changed due to unforeseen circumstances so be prepared with your textbooks.
- 18) **HOMEWORK:** Homework is a vital part of the learning process of the Culinary & Pastry Art Programs. Homework introduces students into topics of discussion which will impact the child's learning and class participation grade. Failure to turn in homework after a short grace period will also affect the student's work ethic grade. A daily grade reduction in both knowledge and work ethic will be assessed daily until all work is handed in fully completed.
- 19) **With the recent pandemic,** we will adhere to all the safety and health policies of the Lebanon CTC and will wear a mask and protective gear to protect myself and my fellow classmates as a responsible student here at the Lebanon County CTC when I am instructed to do so.

Please Sign last sheet and turn into the chefs  
to be kept on file.

## Culinary & Pastry Arts Students

We belong to one of the most honorable professions in the world! We have the power to nourish the masses and offer people an escape from their daily cares for a couple of hours! The modern chef is at celebrity status now and is a focal point in any worthwhile establishment. With all this attention and power there is a greater standard placed upon young chefs. The expectations listed above help lay the foundation on which you, the young professional chef, will build your career upon. This is an opportunity for the young professional chef to distinguish himself or herself as being able to deal with pressures and responsibilities of the Hospitality Industry. If you feel that you have what it takes to be the next Thomas Keller or Ana Ros please sign below with your parents and let's start something great!

I \_\_\_\_\_, will adhere to the expectations set in this  
(Print student name)

**Culinary and Pastry Arts Policy. Any infraction of these policies will be dealt with according to school polices and the penalties listed above.**

**STUDENT'S SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Please bring to the CTC for the first day of school.*

*Thanks, Chef Corle & Chef Peffley*

