

Policy for PCA, Med Aide: Dress Code:

- A. Classroom/Skills lab
 1. Clothing shall be clean and neat.
 2. **No** low cut shirts/blouses.
 3. **No** short-shorts or skirts.
 4. **No** offensive logos or slogans on clothing.
 5. **No** pajamas.
 6. Closed toe shoes on skills day.
 7. Casual but professional appearance is acceptable.
 8. **Hair** should be kept clean and neat at all times.
 9. **Fingernails** shall not be more than $\frac{1}{4}$ inch from the nail bed.
 10. **Nail** polish is okay. On Skills Day we do use Pulse oximeter for demonstration and it will not pick up colored fingernail polish.
 11. **Please** no dangle earrings/necklaces or hoops especially on skills lab day.

I. Skill Lab policies:

- A. Please be on time. Missed time will be made up but at the discretion of the Nurse Educator. If days are missed due to unforeseen circumstances they still must be made up before a certificate of completion can be given.
- B. We are a **non-smoking** facility. There is a smoking area designated outside. Please put cigarettes in the gray container outside not on the ground.

II. Cell phones are okay to have but please be respectful and put on vibrate please. No Cell phone usage while class is in session.

III. Meals:

- A. We have a refrigerator/freezer, microwave, toaster for your meals. Please pack a lunch if possible. If you are unable, restaurants are available within a 10-15 minutes drive (one way). Please be prompt as possible.
- B. Snacks are okay during class time as long as you clean up after yourself and you are not distracting others.
- C. Coffee/Water/ will be provided.

IV. Professionalism:

- A. It is expected that you will act in a manner that is professional and respectful. Any disorderly conduct will not be tolerated and you will be dismissed without a refund.

Tuition Refund: All classes *68 Medication Aide Program/PCA, First Aide, CPR:*Payment is **DUE** for classes upon acceptance into the program **except** CPR and First Aid. You will receive a letter of acceptance into these programs and an invoice will be sent out for balance DUE. This amount must be received by **DUE date** or your spot will be filled by another candidate. **Unless further arrangements have been made through DARS, GoodCare, Region 2000, or payment plan option through Raspberry Hill ADC.**

Cancellations must be **written 7 days** in advance before the beginning of the 1st day of class in order to get a refund on the class tuition. If you cancel after the 7 day notice in advance you will not receive a **REFUND** on any portion. Your spot was reserved and cannot be replaced at the last minute. Thank you please sign that you have read all the policies above and agree to the terms. Please not you must pass the online portion of PCA to attend the Skills lab. No refund is given if you do not pass. You need a 80% to pass. We encourage you to reach out as soon as possible to avoid this scenario. We want you to succeed. **Student** ___: _____

INSTRUCTOR: _____ **DATE:** _____