

**Fishes & Loaves Vocational and
Literacy Center**

SMART MOVE PROGRAM
Website: www.fishesnloaves.org

2945 Stanton Street Suite A, Springfield, Illinois 62703 (217) 529-3333

Catalog

If you give a man a fish he eats for a day, teach him to fish will feed him for a
lifetime

Pathways to Empowerment

"Equal Opportunity Employer/Program"

**This institution is approved by the "Division of Private Business and Vocational
Schools of the Illinois Board of Higher Education and the Illinois Department of
Public Health**

This institution is not accredited by an accrediting body recognized by the
USDOE

School Philosophy

Fishes and Loaves Vocational and Literacy Center (FLVC), a division of Fishes and Loaves Outreach Ministries, approaches training and provision of services within a holistic career pathway bridging model connecting the student to educational and career opportunities. These opportunities lead to gainful employment and a quality lifestyle. The mission of Fishes & Loaves Outreach Ministries is to stabilize individuals by providing a pathway to job opportunities and careers by breaking the cycle of poverty, illiteracy, and intergenerational criminal activity and intergenerational governmental dependency. We provide non-traditional educational opportunities in a manner that will enhance the dignity of each student and make every effort to provide supportive services that enable an individual to acquire knowledge and skills that last a lifetime. FLVC assists people in their quest for economic independence. The staff at FLVC is committed to making a difference, by providing a friendly and supportive quality training environment. The training center models the workplace, and fosters the learning of appropriate employee skills and employer-preferred work ethics. FLVC staff collaborate with community employers in their search for skilled and motivated employees to enhance the productivity, quality, and diversity of an employer's workforce. Empowering individuals strengthen the community's economy and social structure.

Administration and Faculty

Chief Executive Officers: Janet Ginger

Director of Education: Barbara Rochelle

Director of Operations: Renee L. Scott

Work Base Learning Coordinator: Jennifer Sergent

BNA Program Coordinator/ Instructor: Lillian Beams R.N.

General Information

Contact the Admission Office, Monday-Thursday, for information on general institutional issues 217 529-3333. FLVC is not recognized by the US Department of Education and therefore, federal grants, loans or other forms of federal and state financial aid are unavailable. FLVC does not have any specialized grants or scholarships, but will work with all grant programs designed for economically disadvantaged individuals and/or special populations. Supportive Services, such as tutoring and job readiness services, offered to students are part of the training components and facilitated before or after classes. FLVC cannot guarantee employment, but this school is committed to making every effort to assist students in obtaining employment. All job-related workshops hours are not included in the designated classroom hours and offered to enhance student's employment skills and success.

Guidance: Guidance services provided at no cost to students while they are enrolled in vocational and adult education programs. Students may request and receive referrals to other organizations for human care services.

Free Tutoring: This site offers tutoring for students who possess math and literacy skills under the 9th grade level and this service is made possible by a grant awarded by the Illinois State Library, a division of the Office of Secretary of State, using state funds designated for literacy.

Student Conduct/ Termination Policy

The school reserves the right to dismiss, at any time, any student whom it deems "unsatisfactory" for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its officers, instructors, and other students. "Undesirable conduct", which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal.

Class dismissal Policy

- FLVC reserves the right to drop students from the program for the following reasons (but not limited to) inappropriate, undesirable, or unprofessional behavior
- **Threats to staff or students (zero tolerance)**
(fighting or using loud voices in class or clinical (zero tolerance))
- Using inappropriate language (such as F-bombs) in class or clinical
- Cheating or plagiarizing
- Non-compliance with school rules or procedures (insubordination)
- Drug or alcohol on school property or positive drug test.
- No call/No shows for Theory or Clinical **YOU MUST CALL PRIOR TO CLASS STARTING.**

Dress Code

All students must be in scrubs (purchase of scrubs are the responsibility of the student) for theory and clinical (scrubs provided by program for clinical only), black or white shoes, leather or vinyl, (No Mesh) ID badge, watch with a second hand. Students should be neat, clean and well groomed. Hair should be off the collar. Small post earrings 1 pair are acceptable; spacers may be used for all other piercings; no dangling necklaces or bracelets and no excessive make-up or perfume. No acrylic nails or any type of nail polish. Nail length will be approved by the instructor. No unprofessional hair colors i.e. purple, pink, orange, green, blue, no head wraps or curlers, etc.

Classroom Attendance Policy: Students who NO CALL NO SHOW Will BE DROPPED!

- Attendance on the first day of class is mandatory and cannot be made up.
- It is your responsibility to make it to class on time. Once you are late you will have to ring the doorbell to enter. Three tardies equal 1 missed day. Your 4th tardy will result in your dismissal from the class.
- Permission to leave classroom will be for emergencies only; Students are required to notify their instructor if leaving class or lab.
- Sleeping in class is not allowed and student will be counted as absent.
- **Absences must be supported by a reasonable excuse or will be listed as unexcused.**
- ALL ABSENCES must be made up in the next class. If you miss all or part of the PM/AM class, you must stay for the AM/PM class if available. Please discuss with your instructor.
- APPOINTMENTS ARE NOT AN EXCUSED ABSENCE. Make ALL appointments around your school schedule and rearrange any appointments already scheduled.
- All phones will be kept on the phone rack. Any emergency phone calls should come thru our office phone (217) 529-3333.
- Bookbags, backpacks or purses should not be oversized.
- ALL food and drink will be kept in the break room. You may only bring water in the classroom with you. Bring snacks appropriate for 5-minute breaks. NO FOOD DELIVERIES.
- Smoking is not permitted on the grounds, including in your car. Please go across the street.
- Students must stay on school grounds until class is dismissed (end of the day).
- NO VISITORS, including breaks. Drop off and pick up ONLY.
- Must wear scrubs to class. They must be clean, neat and appropriate. Shoes MUST BE closed toe. You will be sent home if you are not appropriately dressed.

Absences recognized for the following reasons:

1. Absences to participate in official school activities
2. Absences for family or personal emergencies (verified by the Director)
3. Absences for medical reasons (discussed with instructor)
4. Absences for work-related travel (discussed with instructor)

Students must contact his/her instructor after absence to identify any classroom, lab activities requirements that need to be made up. The instructor will identify make-up assignments and provide guidelines for completion. You are responsible for getting class notes from a classmate. Make-up assignments are due by the end of the class following the missed class. Make up work will be approved on a case-by-case basis.

Tardiness

- Students expected to report to class on time and remain in class until the scheduled dismissal time.
- Students receive credit for every one full hour of class attendance.
- The student may appeal the determination of his/her tardiness to their instructor.

Cell Phone Usage

Cell phone usage (includes texting) is not allowed in the classroom and is only allowed before, after class or during break, QUIETLY in the break area or outside in the student's car. Any student who chooses to violate this rule will be sent home and receive zero hours for the remainder of the day.

Clinical Attendance Policy: Students who NO CALL NO SHOW WILL BE DROPPED!

- Attendance on the first clinical day of this course is mandatory and cannot be made up.
- Students with a justifiable emergency may miss no more 2 hours of clinical.
- The required procedure to follow if student will miss clinical:
 - Call immediately.
 - Explain reason for the absence.
 - Make up day is at the discretion of the facility administrator and/or instructor.
 - Your instructor may ask for written verification from appropriate persons.

There may be a rare instance where the above policy can't be followed. In that case, the instructor must be informed within 12 hours of the start of the clinical or the student will be considered a "no call/no show" and **will be dropped** from the course.

Clinical dress code

In addition to the classroom dress code, for clinical, you must wear scrubs (grey top/black pants), nursing shoes (black or white), name tag. You must have your watch with second hand, gait belt, ink pen, pocket notebook and hand sanitizer AT ALL TIMES.

Accident

All accidents must be reported to your instructor immediately following the accident and an accident report completed and signed.

Internet Acceptable Use Policy

FLVC computers are restricted to program use only

Campus Security Report

The purpose and authority of FLVC staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the Police Department. The goal of FLVC is to ensure a safe environment for students, staff, faculty, and visitors.

Admission Policies/ Procedures

The admission process at FLVC is selective. Generally, applicants for the training center must demonstrate that they will be able to benefit from the vocational training programs and/or adult continuing education classes in which they are enrolled. The specific goal of the vocational training programs is to prepare applicants for employment or to enhance their employability. Job placement is the desired outcome of all programs, and job placement services are available

free of charge to applicants. Specific requirements and academic prerequisites for individual courses and programs are described in other sections of this catalog. It is the policy of FLVC not to discriminate on the basis of gender, sexual preference, age, handicap, race, color, religion, marital status, or national and ethnic origin in its educational programs, admissions policies, employment policies, or other school administered programs. The confidentiality of student academic records is maintained in accordance with the Family Educational Right and Privacy Act of 1974, as amended.

The Student's Right to Cancel

A student shall have the absolute right to cancel this contract at any time up until the (5) day after both signatures has been affixed to this agreement of student and Fishes & Loaves Literacy and Vocational Center (FLVC). Upon such cancellation, all payments made shall be refunded in total to the student with exception of the enrollment fee. If the student cancels this agreement, the school, shall mail to the student's address an acknowledgement of the cancellation within (15} days of notification and shall refund the payments made within thirty (30) days. The student may cancel this agreement by a letter directed to the school, or by appearing in person at the school and indicating his/her decision to cancel this contract. If the student does not give notice of cancellation in writing for unexplained absence from the school for more than three school days, then the absence a constitutes constructive notice of cancellation; the date is the last day of attendance. In the event of a cancellation, the school must refund any book and materials fee when: (a) the book and materials are returned unmarked; and (b) the student has provided (FLVC) management with a notice of cancellation.

Cancellation of Classes: Classes may be cancelled for insufficient enrollment. When a class is cancelled for insufficient enrollment, all tuition and fees will be refunded within 30 days after the class cancellation.

Administrative Policies

FLVC assumes that when a student registers for a program, that student accepts responsibility for full participation in all classes, lab activities, and clinical requirements. Students are, therefore, expected to attend all classes. If the student fails to comply, a meeting with the respective Education Director will follow and the student may be dismissed. Basic Nursing Assistant students must meet IDPH attendance requirements. All exams are generated by FLVC. Prospective students must pass the entrance exam prior to admission. **(See specific programs)** If a prospective student fails to meet program assessment goals the student may be referred to the tutoring program for 20 hours of one on one tutoring.

Grading for Programs

Letter grades are not assigned. Classroom success is measured by completion of the course, including the required number of course hours, passing grade of at least 75% for classes in which there are final examinations, evaluation on each of the skills within the specific training program and the awarding of certificates. Success in school courses will be measured by pass/fail demonstration of competencies and the ability to pass course examinations with a 75% minimum.

Student Transcript Policy

Students may obtain a copy of their transcripts by sending a written request to:

Fishes and Loaves Vocational Center
2945 Stanton Suite A
Springfield Illinois 62703

The first transcript is free a fee of \$5.00 will be charged for each additional transcript

Transferability of FLVC course credits: Students are advised to consult the institution of higher learning to which they may seek to transfer course credits regarding the transferability of any earned course credits to said institution; course credits are not likely to transfer to another institution. Credit and hours earned at this school may not be accepted by institutions that are recognized by the Department of Education.

Graduation Requirements

Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and clinical hours will receive a certificate and/or transcript stating that they have successfully completed the elected program. Students will also be permitted to sit for approved certification exams. Diplomas and transcripts will not be given to students who have not successfully completed requirements in their elected program. Successful completion is an overall class average of 75% with a 75% on final exam.

Notice to Students

FLVC is regulated and licensed to operate by the Illinois Board of Higher Education. If you believe your rights have been violated, please refer to the school's Student Complaint/Grievance Procedure Policy.

Student Complaint/ Grievance Review Board

A student of FLVC seeking redress through grievance regarding attendance, academics, or conduct, must first attempt to resolve the matter informally by following the chain of command. The student must first speak with their instructor. If the issue is unresolved, the student can request to meet with the Director of Education. Issues remaining unresolved at the

institutional level may be directed to the Illinois Board of Higher Education Illinois Board of Higher Education Division of Private Business and Vocational Schools 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701(217) 782-2551 Fax (217) 782-8548 www.ibhe.org

All requirements must be completed by first day of clinical.

- Complete TABE pretest with qualifying scores for specific program selection.
- 18 years of age and up
- Valid driver's license, state issued ID, or passport is required.
- Submit and pass background check
- **2-step TB Test**
- **Background check**
- **Immunization Records**
- **Flu shot (Flu season)**
- **TB Skin Test: As a 2-step TB test is only valid for one-year BNATP ONLY**

students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2- step TB test. The student is responsible for obtaining this and providing proof to, FLVC before their class start date. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.

Program / Course Description/ Outline

I. BASIC NURSING ASSISTANT -BNATP

The Basic Nursing Assistant (BNA) program prepares a person to take the certification exam which is necessary to become a Certified Nursing Assistant (CNA) in the State of Illinois. The program design prepares qualified individuals to be safe, caring, and effective nursing assistants who work under the supervision of qualified health care professionals. Trained CNAs perform at a minimum entry level in positions normally available in hospitals, nursing homes, and home health agencies. This program presents basic nursing assistant principles' as well as providing opportunities for practice and demonstration of skills related to patient care. The students' time is divided between classroom instructions, laboratory time, and supervised experience in the nursing home and/or hospital settings (Clinical). Upon meeting graduation requirements of the Basic Nursing Assistant program, the student is entitled to a Basic Nursing Assistant certificate and is eligible to take the nurse aide competency evaluations as required by federal and state legislation.

FLVC offers 126 hours; 84 hours of theory and 42 hours of Clinical

Attendance is required at all classroom and clinical times. Break will be given, but not included as classroom hours.

- All BNA students must demonstrate a TABE reading score of 8.5 and above
- All BNA students must demonstrate a TABE math score of 5.0 and above
- Possess keys skills such as compassion, physical endurance, punctuality, people skills, and communication skills.

CLASS SCHEDULE, TUITION/REFUNDS AND PROGRAM DESCRIPTION

TUITION and FEES

NON-REFUNDABLE REGISTRATION FEE: \$ 100.00

TUITION: \$ 896.00

BOOKS & SUPPLIES \$ 80.00

OTHER: \$ 124.00

Other Includes: backgrounds checks, and state exam fees ect.,.

TOTAL PROGRAM COST: \$1200.00

Students are responsible for watches with second hand and black or white leather or vinyl shoes and scrubs.

Payment of the non-refundable registration fee secures a student's seat in a class and must be paid at the time of registration and tuition must be paid in full prior to the first day of class. There is a fee of \$25 for checks returned for insufficient funds.

Refund Policy

The school shall adhere to the following refund policy. (A) If notification of cancellation by the student is given to the school prior to the first day of class attendance, all tuition and books and material charges shall be refunded to the student or sponsor, excluding the enrollment fee. (B) If notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction; the school will retain the enrollment fee, 10% of the tuition plus the cost of any books and materials, which have been provided by the school. (C) If a student has completed in excess of 5% of the course of instruction, the school will retain the enrollment fee and the cost of books and materials that have been provided, and an amount computed prorated by days in class plus 10% of tuition and other instructional charges up to completion 60% of the theory portion of instruction. When the student has completed in excess of 60% of the course of instruction, the

school will retain the enrollment fee and the entire tuition and other charges.

Class Schedule 2019

Morning Classes: 8:00 am – 12:15 pm
Afternoon Classes: 2:00 pm – 6:15 pm when available
Evening Classes: 4:00pm – 8:15 pm when available

July 18– Sept. 6 8:00am -12:15pm
July 15- Aug. 28 4:00pm - 8:15pm
Sept . 3 – Oct. 16
Oct. 28– Dec. 13

Registration is ongoing

See Website for class dates and/or schedule changes. www.fishesnloaves.org

CONSUMER INFORMATION

- 52 BNA students were admitted this year
- The average starting salary for all school graduates \$12.82 per hour
- 51 students graduated from the program
- 1 student dropped/failed from the program
- 49 of the 52 took the state certification
- 48 out of 49 passed the state certification
- 42 certified students placed as BNA
- 2 employed in unrelated field of study
- 24 students placed as BNA by the program's placement system

Holiday days: No classes

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day Independence
Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas Day

Accreditation: This Center is yet to be accredited by professional accrediting agencies and is not recognized by the U.S. Department of Education.