

HOME HEALTH AIDE AGREEMENT FORM

ATTENDANCE:

IS MANDATORY!! No absences permitted due to short duration of class. If there are any days missed for whatever reason; you will have 60 days from your first day of class to make up those missed days. There will be a \$25 fee per day assessed for any needed make-up day. Also, tardiness (15 minutes or more) will result in student being sent home & required to make up a full day of class. If you do not complete your certification within 60 days of the first day of your class, you will be required to re-enroll for the class and responsible for full payment in order to be certified.

CLASS HOURS:

Morning Class is Monday through Friday, 8:30am to 3:00pm x 10 days.

Evening Class is Monday through Friday, 5:30pm to 10:30pm x 12 days.

Morning Class-½ hour lunch and 10-15 minute breaks are included

Evening Class- One 15 to 20 minute break

DISCLAIMER:

Classes are scheduled and it is assumed they shall be carried out as such. However, there may be an occasion where illness or other emergencies might attribute to the untimely absence of the Class Instructor. In such instances, at the discretion of the School Administrator, class hours (or clinical hours) may be extended to compensate hours lost. Rarely is this a concern and we certainly do not want to create any type of schedule changes or hardships on our students, so please bear with us should we need to adjust the schedule.

Winter months can be unpredictable. When inclement weather conditions occur delays or/closings will be posted on our website class calendar; go to **www.pchslive.com**.

REQUIRED ATTIRE:

Navy blue scrubs (top and bottom). This can be purchased from PCHS for a fee of \$20 per set. Shoes must be tennis shoe type (NO CLOGS, OR OPEN TOE). Uniforms are Mandatory and are to be worn to class and clinical sessions at all times. Students who violate this policy will be sent

home and will have to make up those missed days. All policies surrounding missed days will be applicable.

STUDENT CONDUCT PHILOSOPHY:

- Students shall attend class on a regular basis and be in class on time.
- Students shall follow directives, directions, and procedures at all times.
- Be prepared for class.
- Produce your highest quality work.
- Take notes, read assignments and study daily.
- Ask questions and seek help when needed.
- Participate in class.
- Do your best at all times!

STUDENT IDENTIFICATION (I.D.'s):

Every student will be issued an identification card with his/her name. A student must have their I.D. card in their possession at all times while at school or at clinical. Failure to possess the I.D. for admission to a clinical event may result in the student not being admitted to the event. Students should report lost or stolen cards to the receptionist. The first lost/stolen card replacement is \$5.00. A second lost/stolen card has a \$10.00 replacement fee. No temporary Student I.D. card is available during the replacement time. A student who lends or uses another's I.D. card will be referred to the Student's Coordinator for disciplinary action.

COPIES OF RECORDS

All copies of the course as well as medical records are kept on file for 2 years. Students are given copies on completion of course. If any additional records are needed after course completion, a written request must be made to our email address at pchs@live.com. The requested copies can be picked up, faxed or emailed. Please note that there is a \$5 processing fee assessed.

THEFT/LOST AND STOLEN ITEMS:

Any school books, equipment, or clothing items checked out to a student that are lost/stolen are the responsibility of the student and his/her parent/guardian and must be replaced/purchased at the current replacement cost. PCHS and its staff members are not responsible for personal items that are lost or stolen on company premises or at clinicals. A student shall not take, use, or borrow any property by misrepresentation, deception, or by expressed or implied threat. A student shall not take, use, or borrow property belonging to another person without his/her permission.

TEXTBOOK:

The school furnishes textbooks to all students on a lease basis. The textbook is leased in order to keep the cost of the program down. Each student must make it a point to keep their book with them at all times. Replacement for lost or stolen textbook is \$33 and can be purchased at the reception counter. Workbooks are also available to purchase for study purposes. Textbooks are to be returned in good condition on the last day of class. Failure to do so will result in collection action against you.

PAYMENT INFORMATION:

Full payment is due at registration. Tuition is non-refundable, however, you will be given 60 days in which to reschedule a start date – in which case your full payment will be applied towards tuition.

COMPUTER AND INTERNET USE:

Use of the Internet and computers requires efficient, ethical, and legal use of network resources. If a student violates any of these guidelines, their eligibility for using the computer will be terminated and future access to the Internet and computers will be denied. Violation of these guidelines may also result in further disciplinary action.

PROFANITY, SEXUAL HARASSMENT, WEAPONS:

Students shall refrain from using any form of profanity (verbal or written) at all times. Students will be pulled aside and spoken to if improper language is an ongoing problem. If an agreement cannot be reached (re: poor language) student will be asked to leave the class. In such cases PCHS will not refund any deposit made.

The unwelcome sexual advances, request for sexual favors, and any other verbal or physical conduct of a sexual nature by a student to another student or by a student to a staff member will not be tolerated.

A student shall not knowingly, intentionally, or recklessly go onto school premises with a firearm, explosives, knife, or any other weapon (real or fake) without written authorization by an administrator. Violators are subject to required withdrawal and may be referred to the appropriate law enforcement authority.

PREMIER CHOICE HEALTH SERVICES, LLC

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**My signature below indicates that I have read,
understand and agree to the terms and conditions
of the Policy and Procedure Agreement information
form given to me by Premier Choice Health
Services HHA Program.**

Students name (print)

Date

Students Signature