



Chinese American Service League Culinary Training Program

2141 S. Tan Court, Chicago, IL 60616

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CATALOG

What is the Chinese American Service League (CASL)?

Chinese American Service League is the largest and most comprehensive social service agency in the Midwest dedicated to serving the needs of Chinese Americans. It was founded in 1978 and is located at 2141 S. Tan Court, Chicago, IL 60616.

CASL provides a full range of services that strengthen the economic, cultural, physical, and mental well-being of our clients. Our programs include: a Pre-school Center, a Family Learning and Resource Center, and a School Age Center for families and children; adult, elderly, and youth employment programs for those seeking jobs or training opportunities; counseling and social and health services for any individuals in need; citizenship and immigration assistance for new immigrants; and an In-Home Services Program and Adult Day Center for seniors.

What is the Chinese American Service League's Culinary Training Program? The

Culinary Training Program is a component of CASL's Adult Employment Program. The purpose of the program is to give students the basic culinary knowledge, skills, and experience necessary to enter the foodservice industry. Our training emphasizes the basic preparation and cooking techniques of Western cuisine, kitchen management, and sanitation procedures, kitchen equipment usage, and pre-employment skills. Upon completion of the training, students receive assistance in obtaining suitable employment in the industry. CASL has a successful track record of providing culinary training for over 30 years.

Where are culinary job opportunities?

- Hotels
- Restaurants
- Institutional kitchens (private clubs, museums, universities, hospitals, casinos, nursing homes, corporate dining rooms and cafeterias, etc.)
- Supermarkets
- Catering and banquet services
- Airline food services

What do students get out of the Culinary Training Program?

- 400 hours of classroom instruction and hands-on practice
- Bilingual instruction in English and Chinese (Cantonese and Mandarin) ·
Daily Vocational English-as-a-Second-Language (VEL) lessons
- 1-week of intensive Head Start VEL lessons for students who need additional support ·
Application, tuition and examination fees for the ServeSafe Sanitation Manager's Certification Course for the city sanitation license is included in the program cost. ·
Supportive services, including transportation stipends and/or childcare subsidy (\$9.25/day for one child and \$15.00/day for two children) for income-eligible students with children under five years old (the subsidy is to be paid to the childcare provider) ·
Convenient location (near downtown Chicago) and public transportation · Pre-employment training and counseling
- Job referral, placement, and retention/follow-up services
- A multicultural learning and working environment
- Provision of all required learning materials, uniforms, and kitchen equipment ·
Referral for tuition assistance from other funding sources

How long is the program and where is it?

The program is 12 weeks long with 11- weeks in-kitchen training preceded by a 1-week intensive Head Start VEL class for those who need extra support learning vocational English or any other additional supports. Classes are held from 8:00 a.m. to 4:00 p.m., Monday through Friday at the Chinese American Service League, 2141 S. Tan Court, Chicago, IL 60616.

How much is the tuition?

Full tuition of the 12-week program is \$15,000. It covers all fees and expenses and includes all learning materials, uniforms, and equipment necessary for the completion of the program. Payments can be made by check. Free tuition, reduced tuition, and scholarships are available to students who qualify based on their family income.

When is tuition payment due?

50% of the full tuition is due on the first day of training. The other half is due on the first day of the 5th week of training.

What information do students need to determine if they meet the eligibility requirements for free or reduced tuition or a scholarship?

- Date of Birth/Age – Students must be 18 years old or older
- Social Security Card Number
- Authorization to work in the U.S. (Green Cards, Birth Certificate, or Certificate of Naturalization)
- Selective Services Registration Number (DD 214) for male applicants
- Address/Residency: State ID, Driver's license or utility bills
- Income Verification:
 - Paycheck stubs, W2 Form, Pension, UI documents

- Self-support letter
- Support letter with paycheck stubs from relatives/friends
- Any document from the government (e.g., food stamps, medical cards, child support, homeless shelters, disability allowance award letters, Form SSA-1099, printouts from Social Security, etc.)

Students Right to Cancel

The student has the right to cancel this contract until midnight of the 5th calendar day after this contract is signed by the student and the student is accepted by the school. If the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. Notice of cancellation shall be made in writing to:

Associate VP Program Services
Chinese American Service League
2141 S. Tan Court
Chicago, IL. 60616

Refund/Cancellation Policy

CASL's Chef Training Program will cancel a student's enrollment upon the written request of the student. The student's financial obligation at the time of cancellation is as follows: · If notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition will be refunded to the student.

- If notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the 5th day of training (5% of the course of instruction), all paid tuition will be refunded to the student but a \$300 processing and instructional charge will be charged to the student.
- if the student cancels after the 5th day of training, but before the first day of 3th week of training, \$2000 will be refunded to the student.
- if the student cancels after the 1st day of the 6th week of training, no refund will be

issued to the student. The student is responsible for paying the full tuition. · A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

· Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. · a school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent. · if applicable, the school will issue a refund within fifteen days after a written request is made.

What are the attendance requirements of the program?

Students are expected to attend every day of the training, from 8:00 a.m. to 4 p.m. All absences without an instructor's prior approval or a doctor's statement are considered unexcused absences.

Attendance will be taken at 8:00 a.m. every day. Students are considered tardy if they are not seated, dressed to program standards, and ready for class. If they are late by more than an hour, their tardy will automatically become an unexcused absence.

Students who intend to leave before the end of the school day must obtain prior approval of the instructor. No one is allowed to leave the program for any reason or for any amount of time without prior approval. All unapproved departures from the program are considered unexcused absences.

Tardiness and unexcused absences carry the following consequences:

- Three (3) tardies equal one (1) unexcused absence
- Two (2) unexcused absences result in a friendly reminder
- Three (3) unexcused absences result in a verbal warning and a written reminder
- Four (4) unexcused absences result in a written warning

· Five (5) unexcused absences result in a second written warning and a meeting with the Culinary Training team to discuss the student's intentions and plans · Six (6) unexcused absences may result in termination from the program. The Culinary Training team will decide on a case by case basis. But even if the student is allowed to continue in the program, he or she will be asked to make up the missed work by completing additional assignments, to be determined by the instructors. If the student fails to do so, he or she will NOT receive a diploma of successful completion for the program.

Physical Requirements

Jobs in the foodservice industry are physically demanding. Therefore, students must be able to stand for up to 6 hours per day, use the stairwell frequently and lift 20 to 50 lbs. occasionally.

Program Rules

- Using cell phones for personal purposes are NOT allowed in the kitchen or the classroom.
- Students must follow the Dress Code of the program.
- All beverage containers must have a tight lid.
- No food from outside is allowed in the kitchen.
- Students cannot bring food home or give food to people outside of the program without an instructor's permission.
- Students are not permitted to take any tools, equipment, or utensils out of the facilities.
- Students are responsible for cleaning the kitchen every day before leaving. · Students cannot leave the program premises for personal reasons without permission.

Dress Code

To promote sanitation and safety in the kitchen, the following rules will be strictly observed:

1. Program uniform and chef hat (toque) or hair net
2. Long pants (jeans are acceptable); no dresses or shorts

3. Short-sleeved clothing underneath uniform
4. Non-canvas, non-slippery shoes that cover all toes; no sandals or heavy boots

Outside of the training kitchen, students should still exercise good judgment in choosing attire in order to project a professional image of themselves and of the program.

How do students “pass” the program?

The following grading scale will be used:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% or below

To “pass” the training program, students must obtain at least an average grade of “C”. Otherwise, the student will fail.

Food Safety and Personal Hygiene

Food safety is of critical importance in the kitchen; every precaution must be taken to avoid the possibility of causing or spreading illnesses as a result of food contamination. To do so, students must follow ALL rules and regulations that govern personal hygiene and food sanitation, as established by the ServSafe Food Protection Manager Certification Program of the National Restaurant Association.

The following rules (which are also posted in the kitchen) are especially important:

- Wash and sanitize your hands whenever you enter the kitchen or after you have touched a surface possibly covered with contaminants
- Always wear clean clothing and protective face covering
- Keep your hair and skin clean

- Always wear your toque or hair net when preparing food
- Keep fingernails short and clean
- Do not wear nail polish or false fingernails
- No make-up
- Remove all jewelry
- Cover wounds, cuts, or boils
- Never wash and reuse gloves
- Wear gloves when handling ready-to-eat food
- Remove aprons when leaving the kitchen
- Report illnesses to your teachers; you may be restricted from handling food or even sent home, if appropriate
- Not be under the influence of any drugs and/or alcohol

Students' Responsibilities

- 1) Students are required to follow all instructions from the instructors in terms of course content, classroom behavior, and kitchen safety measures.
- 2) Students are required to take a series of written and practical examinations. A student's grade is based on his or her performance in the areas of cooking skills, culinary theory, attendance, conduct, and job readiness.
- 3) Students are required to complete all homework assignments given by the instructors.
- 4) Since CASL is a not-for-profit organization and all training and services are provided Free of charge to those who are eligible, students are encouraged to donate their time away from class to prepare food for fund raising activities.

What do students need to receive the Certificate of Completion for the program?

To receive the Certificate of Completion for the program, students need to have fulfilled the following requirements:

- 1) Passed their written and practical examinations with an average grade of “C” or above;
- 2) Returned their chef knives, and textbook;
- 3) Met all attendance requirements.

Holidays

Classes will be canceled in observance of the following holidays:

- Independence Day
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas Day
- New Year Day
- Martin Luther King Jr
- Chinese New Year
- Memorial Day
- Juneteenth

How can students get a copy of their transcript?

Students can request a copy of their transcript in three ways: by mail, telephone, or in person. We do not accept transcript requests by fax or e-mail. The time to process a transcript request is 5 to 10 working days. There is no service fee.

Can students transfer their certificates of completion to another institution?

This program does not guarantee the transferability of students’ certificates of completion to

another program, school, college, or university. Any decision on the comparability, appropriateness, and acceptance of a student's certificate rests solely on the receiving institution. Students must consult with the institution to which they may seek to transfer about this matter before making any decisions.

How can students file a complaint if they have one?

All students have the right to file a complaint if they believe they have been treated unfairly or their rights have been violated. On the first day of class, a Student Handbook will be distributed to all students that describe in detail the procedures they should follow in filing a complaint.

Students should first try to address their complaint with the instructors of the program. If they are dissatisfied with the outcome, then they can advance to the next level, that of the Department Manager. If they are still dissatisfied with the decision, they can appeal to yet the next level, that of the Executive Director. If students are still not satisfied with the decision made by the Executive Director, they will be advised to submit their complaint to the Equal Employment Opportunity Section (EEO) of the Department of Community Development, 1615 West Chicago Avenue, Chicago, IL, or call the EEO office at (312) 744-6521.

Complaints

Complaints against the school may be registered with the Illinois Board of Higher Education by sending a letter to the following addresses:

***Illinois Board of Higher Education
Division of Private Business and Vocational Schools
Academic Affairs/Diversity & Outreach
1 N. Old State Capitol Plaza, Suite 333,
Springfield, Illinois 62701
<http://complaints.ibhe.org/>***

School Required Placement Statistics

1. The number of students who were admitted in the school during fiscal year 2022: 18
2. The number of students who were admitted during the year due to new starts: 18
3. The number of students who were admitted during the year due to re- enrollments or transfers from other courses: 0
4. Total number of students admitted during past fiscal year: 18
5. Total number of students who graduated: 10
6. The number of students who did not complete the course of instruction for which they enrolled during the school's past fiscal year: 2
7. The number of students who are still enrolled: 6
8. The number of students who were placed in their field of study: 6
9. The number of students who were placed in a related field: 0
10. The number of students who were placed out of the field: 4
11. The number of students who were not available for placement due to personal reasons: 2
12. The number of students who were not employed. 4
14. The number of students from the particular school who passed the State licensing examination (if any) during the school's last fiscal year: 10
16. The number of graduates who obtained employment as a result of placement assistance by the school during the school's last fiscal year: 6
17. The number graduates who obtained employment in the field and did not use the school's placement assistance during the school's last fiscal year: 0
18. The average starting salary of all school graduates employed during the school's last fiscal year: \$16.10

Equal Opportunity Statement

The CASL Culinary Training Program is committed to offering equal opportunity in every aspect of its operation to all students, regardless of their sex, age, race, color, sexual orientation, national origin, religion, or physical challenges.

CASL's Culinary Training Program is funded by:

- Chicago Cook Workforce Partnership (CCWP)
- City of Chicago – Department of Family & Support Services (DFSS)

When will the next class begin?

The foodservice industry is one of the fastest-growing industries in the country. The Employment and Training Department of Chinese American Service League is ready to help you take your first step into this exciting new world. Call one of our employment counselors today at **(312) 791-0418**, EXT: 3611.

**CASL's Culinary Training Program is not accredited by an accrediting body
recognized by the U.S. Department of Education
Certificate of Approval to Operate issued by the
Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Springfield, IL 62701**

STUDENT CODE OF CONDUCT & DISCIPLINARY ACTIONS

This code of conduct is designed to provide an explicit definition of the minimal standards of personal conduct that CASL's Culinary Training Program expects of all its students. It represents a benchmark of expectations regarding students, and defines the boundaries within which a rewarding and mutually supportive learning environment can be created.

The Culinary Training Program's approach to discipline is an educative one aimed at helping students to understand their behavior and its impact on others.

A. Scope of Conduct

All students attending the program are adult learners who have accepted the principle that they share, with CASL, responsibility for creating and maintaining a respectful and productive learning environment. Students are members of a complex community and as such are required to obey the policies of CASL and the laws of City of Chicago, and are to conduct themselves within the commonly-accepted standards of behavior, including those related to the consumption of alcohol or illegal substances.

Appropriate student conduct can be defined by describing behaviors that demonstrate its presence and then, conversely, by defining activities that clearly demonstrate its absence.

1) Students are expected to:

- Familiarize themselves with the policies of the program;
- Adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies;
- Draw perceived problems with the policies to the attention of the Program Manager;
- Familiarize themselves with and adhere to the relevant provisions of the Human Rights Commission and CASL's Discrimination and Harassment Policy.

2) Inappropriate Behavior

Students will ensure that their behavior is at all times respectful of others and supportive of class objectives. Students are not to use the classroom or any online environment to:

- Utter scurrilous, profane, or obscene language;
- Make remarks or engage in conduct that is racist, sexist, or in other ways discriminatory as defined by the Human Rights Commission;
- Engage in behaviors or make remarks that could reasonably be interpreted as insulting, insubordinate, defiant, or threatening to the program instructors or staff;
- Attempt to divert the class in support of any personal, political, religious, or social agenda;
- Attempt to use the class or an online forum as a platform to complain about another classmate(s) or defame staff;
- Cause malicious destruction or theft of property;
- Act under the influence of illegal drugs or alcohol;
- Encourage, by inaction or innuendo, the development of a learning environment that is fractious, disrespectful of others, or inconsistent with the student code of conduct;
- Cause disruption within the class;
- Commit verbal or physical abuse against any staff, instructor, or classmate; and
- Possess illegal drugs, alcoholic beverages or weapons.

3) Sexual Violence

No person shall commit an act of sexual violence against any other person or threaten another person with sexual violence. This includes, but is not limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or videos, cyber harassment and cyber stalking.

B. Corrective and Disciplinary Action Program

The purpose of CTP's Corrective and Disciplinary Action Program is to help students improve their performance and conduct, and to maintain the integrity of its learning community. As soon as a student begins to display failing performance or inappropriate conduct, corrective or disciplinary action should be initiated immediately by the program instructors or staff to help the student improve.

Corrective and disciplinary action usually takes one of the following forms:

1) Friendly Reminders

Friendly reminders usually take the form of an informal personal chat between the student and the instructors or staff. The purpose is to alert the student to a possible problem and to suggest ways to avert it. Though informal, these chats should be documented in the case notes.

2) Verbal Warnings

Verbal warnings usually take the form of meetings between the student and program instructors or staff. At such times, the nature of the problem should be described, specific action steps suggested, and possible consequences for continued poor performance or conduct explained. The contents of these counseling sessions should be documented in the case notes.

3) Written Warnings

If a student's failing performance or inappropriate conduct is serious enough to warrant a strong, firm intervention, a written warning will be issued. This written warning will be given to the student in a formal meeting. It will contain the following: 1) a statement of the problem; 2) a plan for improvement with specific suggestions and clear deadlines; and 3) a list of possible consequences, including termination, should the student fail to

correct the problem. The student will be required to sign a written statement to acknowledge that the written warning has been received. The contents of this meeting will be documented.

4) Termination

Once all reasonable efforts have been made and the student continues to display failing performance or inappropriate conduct, he or she will be terminated from the training program. All necessary paperwork will be completed and documented.

Under normal circumstances, the corrective or disciplinary actions described above will be taken in a progressive, sequential manner; that is, their severity will only escalate if the problem persists or worsens. Nevertheless, CASL reserves the right to apply corrective or disciplinary actions in a non-sequential manner, and to impose, in its discretion, whatever action it deems best for the particular situation. As a result, a student can be terminated immediately, without prior notice or warning, for extreme problems such as those that may endanger the safety of classmates, instructors, or staff.

The student has a right to rebut any of the above actions by following the grievance procedures as described in this Catalog.

Acknowledgment of Receipt of CTP Catalog

The CTP Catalog describes important information about the Culinary Training Program, and I understand that I should consult either the Chef Instructor or Adult Employment Program Department regarding any questions not answered in the catalog.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the CTP Catalog may occur. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this catalog is neither a contract of the training nor a legal document. I have received the CTP Catalog and I understand that it is my responsibility to read and comply with the policies contained in this catalog and any revisions made to it.

Student's Name (printed): _____

Student's Signature: _____

Date: _____