College of Lake County

Wauconda High School

SPRING 2014

Site Coordinator:  Daniel Klett
Phone Number:  847/ 526-6611 ext. 121
Fax:  847 / 487-3595
Email:  dklett@d118.org

If you have a question not covered in this packet, please contact your site coordinator or their representative on duty.

If further assistance is required, please contact the Adult Education Department at (847) 543-2021.

OFFICIAL CLC CLOSING DATES

March 24-30, 2014 Spring Vacation

POSSIBLE SITE CONFLICTS

Occasional unplanned closings may occur, check with Daniel Klett for updates and changes.

Thursday February 13, 2014 no CLC classes
Monday February 17, 2014 no CLC classes

For new course development or additional information to be added to site packet contact Michael Ruark CLC Extension Site Coordinator at (847)543-2564 mruark@clcillinois.edu or cell  847 420 3503.
CLC EXTENSION SITE INFORMATION

EXTENSION SITE                  CLC COORDINATOR
Wauconda High School           Daniel Klett
555 N. Main Street             (847)526-6611 ext 121
Wauconda, IL 60084

PARKING / BUILDING ACCESS
➢ Park in main lot.

INSTRUCTORS INFORMATION AND MAIL
➢ No interoffice mail available.

CLASSROOM INSTRUCTIONS
➢ Instructors may rearrange the classroom in any fashion, but please return classroom to original setting.
➢ Whiteboard classrooms are B101 to B106.
➢ Please erase whiteboard at the end of class.
➢ FOOD AND DRINKS ARE NOT PERMITTED INSIDE CLASSROOM. Only Bottled Water allowed in classroom.

AUDIOVISUAL EQUIPMENT
➢ Submit your request with the CLC Coordinator at least one week in advance. In case of equipment failure contact CLC Coordinator.

COPY SERVICES
➢ N/A.

BREAK PERIODS
➢ See attached map for break area.

EMERGENCY PROCEDURES
➢ Refer to classroom instructions for evacuation routes and procedures based on the nature of the emergency.
➢ See CLC Coordinator or Security Clerk for first aid kit.

NO SMOKING ALLOWED ON SCHOOL GROUNDS