The Practical and Pastry Series
At
Classic Cooking Academy

2020 CATALOG

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Table of Contents

Mission Statement……3
Introduction……..3
The School……..3
The Faculty & Staff……3
Program Overview - The 24-Week Practical Series……4-5
Program Overview - The 12-Week Pastry Series……6-7
Admission Requirements and Program Restoration……7
Tuition & Fees - Practical Series……..8
Tuition & Fees - Pastry Series……8
Chef's Jacket Fee……8-9
Delinquent Tuition……9
Tuition Discount……..9
Scholarships……9
Transfer of Credits……..9
Student Attendance……..9
Leave of Absence……9
Student Services……10
Educational Delivery……10
Student Code of Conduct Policy……10
Student Probation and Suspension Policy……..11
Completion Requirements……11
Student Opportunities……12
Job Placement……12
Policy for Re-Enrollment……12
Program Postponement or Suspension……..12
Cancellation and Refund Policies……12-13
Student Grievance Procedure……..14

Mission Statement

- To provide affordable and quality education, developing well-rounded culinary enthusiasts in both theory and technique of cuisine.
- To offer specialized training based on modern technology and methods, which include health, nutrition, sustainability, food science, and current trends.
- To teach traditional and contemporary concepts of product usage, dietary foundations, and skills on both Practical and Pastry topics.

Introduction

Welcome to Classic Cooking Academy! We are dedicated to providing classic French culinary education. Opened in 2007, Classic Cooking Academy (CCA) is a for-profit culinary school located in Scottsdale, Arizona. We offer a variety of services including month-long programs, stand-alone recreational classes, wine dinners, wine seminars, corporate team building events, private parties, celebration cake consultation and design, and more. All classes and events offered by Classic Cooking Academy are taught in English.

The School

Nestled at the base of the McDowell Mountains in the Valley of the Sun, Classic Cooking Academy is located in northeast Scottsdale in the Desert Canyon Shopping Center. The school is just 30 minutes from downtown Phoenix.

Classic Cooking Academy's facility provides students with all the tools necessary to succeed in the culinary arts. The comfortably sized classrooms are the perfect environment for the personal attention every student will receive during their program. Though modest in size, the school is equipped with modern technology and equipment.

The Faculty & Staff

Classic Cooking Academy's European and American-trained chefs instruct students in food theory and the technical skills of food preparation. The staff at CCA has over 60 years of combined experience in Classic French, Pastry, Modern, and Native American cooking techniques and over 20 years of experience training students for the demands of a rigorous culinary world.

Pascal Dionot – Executive Director, Head Chef Instructor, and Owner
Donna Dionot – Director of Administration
Joshua Hebert – Chef/Wine Instructor
Lisa Graf – Head of Pastry Series/Pastry Chef Instructor
Susan Kolman – Part-Time Chef Instructor
Sharon Lunardi – Part-Time Chef Instructor

Dana Hangauer - Administrator
Jeff Dionot – Administrator

Program Overview - The 24-Week Practical Series:

The 24-Week Practical Series is Classic Cooking Academy's most intensive program. Held once a week for two-and-a-half hours over six months, the Practical Series aims to teach cuisine-enamored students a general comprehension of food, ingredients, techniques, and the kitchen environment. Students will cover topics such as safe practices, sanitation, stocks, soups, sauces, eggs, vegetables, fish, shellfish, poultry, beef, veal and pork, lamb, grains, duck, pastries, and more.

Each session of the Practical Series is split into two parts. In the first part, our chef instructor lectures the students on the weekly topic. In the second hands-on part, students will follow the chef instructor into the kitchen and work in groups to create selected dishes on the class' topic. Our chef instructor will offer guidance and tips but will leave most of the work in the hands of the students.

The current chef instructor for the Practical Series is Chef Pascal Dionot. He will soon be passing off his responsibility to Chef Joshua Hebert. Each chef has over 25 years of experience under his belt. At the end of the program, graduates will receive a certificate of completion. Overall, the Practical Series aims to bring kitchen novices a basic understanding classic food techniques and cuisine.

The program subjects and units are as follows:

WEEK 1 – INTRODUCTION Ingredients Equipment Sanitation Safety	**WEEK 2 – STOCKS** Veal Beef Chicken Fish	**WEEK 3 – SOUPS** Consommé Bisque Chowder Vegetable: Clear, Puréed
WEEK 4 – SAUCES Demi-Glace Small Sauces Roux Béchamel Velouté	**WEEK 5 – EGGS** Scrambled Omelette Poached Hollandaise Meringues	**WEEK 6 – EGGS** Custard Quiche Crème Caramel Crème Brûlée Sabayon
WEEK 7 – EGGS Soufflés – Savory & Desserts	**WEEK 8 – VEGETABLES** Blanched Sautéed Fried Braised Endives Roasted	**WEEK 9 – VEGETABLES** Potatoes: Rissolees, Mashed, Dauphine, French Fries, Gratin
WEEK 10 – VEGETABLES Grilled (Eggplant w/ Goat Cheese)	**WEEK 11 – FISH** Sautéed – Filet Stewed – Squid	**WEEK 12 – FISH** Filet with Vegetable Mosaic Bouillabaisse

Stewed (Ratatouille)	Poached – Salmon Deboned – Flounder Cream Sauce	
WEEK 13 – SHELLFISH Mussels Oysters Clams Shrimp	**WEEK 14 – POULTRY** Debone Chicken Stew – Coq au Vin Stuffed – Cordon Bleu	**WEEK 15 – BEEF** Primal Cuts (Butchering) New York Strip Flank Tenderloin
WEEK 16 – VEAL AND PORK Primal Cuts (Butchering) Leg – Debone Scaloppine Saltimbocca	**WEEK 17 – LAMB** Primal Cuts (Butchering) Whole Lamb	**WEEK 18 – GRAINS** Rice – Long, Short, Jasmine, Basmati, Risotto Pasta – Pasta Sauces Polenta
WEEK 19 – DUCK Deboned Stuffed and Roasted Leg Seared Breast with Orange Sauce	**WEEK 20 – ASIAN** Techniques – Satay, Sushi, Fish Tartare	**WEEK 21 – PASTRY** Doughs – Sucrée, Puff, Cream Puff, Frangipane, Sponge Cake
WEEK 22 – PASTRY Creams – Pastry, Bavarian, Gelatin, Buttercream Cake Assembly	**WEEK 23 – DESSERT** Cookies Lemon Curd	**WEEK 24 – CHOCOLATE** Tempering Mousses Sorbets

The program clock hours for the Practical Series are divided as follows:

- Total 60 classroom hours
  - Total 30 hours of classroom instruction including food lectures and demonstrations.
  - Total 30 hours of hands-on food preparation on the following topics: Hors d'oeuvres, Appetizers, Eggs, Stocks, Soups, Sauces, Fish, Shellfish, Protein, Meat fabrication, Poultry, Vegetables, Grains, Desserts, and Pastries.

The relevant times and start dates for each session are as follows:

Day of Session	Weekly Time of Class	Spring Start Date	Fall Start Date
Tuesday	6:30-9:00pm	Mar. or Apr. 2020	Sept. or Oct. 2020
Friday	9:00-11:30am	Mar. or Apr. 2020	Sept. or Oct. 2020
Thursday	6:30-9:00pm	TBD	TBD

The following weeks of classes will not be scheduled due to the school closing:

- Week of Thanksgiving
- Week of Christmas

Program Overview - The 12-Week Pastry Series:

The 12-Week Pastry Series is held once a week for two-and-a-half hours over three months, the Pastry Series aims to teach students a general comprehension of food, ingredients, techniques, and the kitchen environment. Students will cover topics such as safe practices, sanitation, quick breads, doughs, custards, soufflés, batters, cakes, mousses, gelatin, puff pastries, large cakes, yeast dough, plated desserts, chocolates, and more.

Each session of the Pastry Series is split into two halves. In the first half, our chef instructor lectures the students on the weekly topic. Students are permitted to take notes and ask questions. In the second half, students will follow the chef instructor into the kitchen and work in groups to create selected dishes on the class' topic. Our chef instructor will offer guidance and tips but will leave most of the work in the hands of the students.

The current chef instructor for the Pastry Series is Chef Lisa Graf who has over a decade of pastry experience under her belt. At the end of the program, graduates will receive a certificate of completion. Overall, the Pastry Series educates pastry enthusiasts over the hidden science and craftsmanship of a variety of baked goods.

The program subjects and units are as follows:

WEEK 1 – INTRO TO INGREDIENTS Flour Gluten Quick Breads – Scones, Muffins Brownies	**WEEK 2 – DOUGHS 1** Pâte Brisée Pâté Sucrée Linzer Dough Shortbread French Apple Tart	**WEEK 3 – CUSTARDS** Crème Caramel Crème Brulée Cheesecake
WEEK 4 – SOUFFLÉS Orange Lemon Amaretto Chocolate Cheese	**WEEK 5 – DOUGHS/BATTERS 2** Pâte à Choux – Cream Puffs, Éclairs, Paris-Brest Pastry Cream	**WEEK 6 – CAKE METHODS** Chiffon Cake Devil's Sponge Cake Lady Fingers
WEEK 7 – MOUSSES/GELATIN Fruit Mousse Chocolate Mousse Bavarian (Charlotte Russe) Lemon Curd	**WEEK 8 – PUFF PASTRY** Palmiers Cheese Straws Napoleons	**WEEK 9 – LARGE CAKES** Queen of Sheba Marjolaine
WEEK 10 – YEAST DOUGH Buttermilk Yeast Rolls Cinnamon Rolls	**WEEK 11 – PLATE DESSERTS** Crêpes Chocolate Lava Cake Fruit Sauces Garnishes	**WEEK 12 – CHOCOLATE** Tempering Hand Rolled Truffles Almond Rochers Mendiants

The program clock hours for the Pastry Series are divided as follows:

- Total 30 classroom hours
  - Total 15 hours of classroom instruction including food lectures and demonstrations.

- Total 15 hours of hands-on pastry preparation on the following topics: Ingredients, Doughs, Custards, Soufflés, Batters, Cakes, Mousses, Gelatin, Puff Pastries, Yeast Dough, Plated Desserts, and Chocolate.

The relevant dates and times for each class are as follows:

Day of Session	Weekly Time of Class	Spring Start Date	Fall Start Date
Wednesday	6:30-9:00pm	Jan. 15th, 2020	TBD

The following weeks of classes will not be scheduled due to the school closing:

- Week of Thanksgiving and Christmas

Admission Requirements and Program Registration:

Individuals under the age of 18 may be accepted with a guardian or parental consent. A high school diploma or GED is not required for admission. If applicants are below 18 years of age, an interview must be done between the potential student and head instructor of the respective series. This interview can be done via in-person or over the phone.

In order to apply for either the Practical or Pastry Series, students must:

- Submit an application for Admission while choosing which Series they would like to attend.
- Notify CCA in the application if the applicant is in good physical health.
- Notify CCA in the application if the applicant can lift and carry 30 pounds.
- Notify CCA in the application if the applicant has one or more disabilities.
- Notify CCA in the application if the applicant has any food allergies.
- Notify CCA in the application if the applicant has any dietary restrictions.

Classic Cooking Academy admits participants into its program without regard to race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression, thereby permitting access to all rights, privileges, programs, and activities generally accorded or made available to program participants.

In the case of mental or physical disability, each application is assessed on a case-by-case basis, taking into account the demanding physical and mental nature of cooking. The facilities meet health code standards but are not equipped to accommodate all individuals with physical impairments. It is the student's responsibility to initiate a request for services and remain involved as a committed learner who has taken charge of his/her own needs. To obtain services, students are required to provide the administrative staff with recent professional documentation of their disability. This information will be kept confidential and must be received at least one month prior to their start date. Learning disability documentation or ADHD documentation should not be older than three years, except where appropriate documentation is provided by a professional indicating that new testing would not be required, given the individual circumstances.

Tuition & Fees - Practical Series:

The Practical Series offers two payment options for student's tuition. Payments are acceptable via cash, check, debit card, or credit card. No interest is charged for the second payment option (Payment Plan). More info on the payments are as follows:

1. *Lump Sum Payment:*

Tuition:	$2,450
Enrollment Fee:	$50
Chef's Jacket Fee:	$35
Total Program Cost:	$2,535

2. *Payment Plan:*

Initial Deposit:	$500
Enrollment Fee:	$50
First Monthly Payment:	$325
Second Monthly Payment:	$325
Third Monthly Payment:	$325
Fourth Monthly Payment:	$325
Fifth Monthly Payment:	$325
Sixth Monthly Payment:	$325
Chef's Jacket Fee:	$35
Total Program Cost:	$2,535

Tuition & Fees - Pastry Series:

The Pastry Series offers two payment options for student's tuition:

1. *Lump Sum Payment:*

Tuition:	$1,200
Enrollment Fee:	$50
Chef's Jacket Fee:	$35
Total Program Cost:	$1,285

2. *Payment Plan:*

Initial Deposit:	$225
Enrollment Fee:	$50
First Monthly Payment:	$325
Second Monthly Payment:	$325
Third Monthly Payment:	$325
Chef's Jacket Fee:	$35
Total Program Cost:	$1,285

Chef's Jacket Fee:

For either Practical or Pastry Series, Classic Cooking Academy charges incoming students $35.00 for a chef's jacket. This chef's jacket will be tailored to the student's size and

embroidered with both the Classic Cooking Academy logo and the student's first name. Because of the embroideries, Classic Cooking Academy does not offer a return/refund policy for purchased chef's jackets.

Delinquent Tuition:

Classic Cooking Academy will issue a letter requesting tuition payments when 30 days past due. An additional late fee is accessed at 5% of the balance due and accumulating on past due amounts at additional 30-day increments.

Tuition Discounts:

Classic Cooking will offer 10% off for the Practical and Pastry Series for returning students.

Scholarships:

Classic Cooking awards selected students with a C-CAP (Careers through Culinary Arts Program) scholarship. C-CAP is a non-profit that educates and guides high school students with an interest in cuisine. While Classic Cooking provides one half of the scholarship, C-CAP provides the other half. CCA only offers this scholarship through C-CAP.

Transfer of Credits:

Due to the unique nature of the Practical and Pastry Series, CCA does not accept credits from previous courses.

Student Attendance:

Classic Cooking Academy asks that students for both the Practical and Pastry Series commit to a 90% attendance rate. If a student will be absent for a day or more, they must notify the Head Instructor(s) or Classic Cooking's Administration beforehand. Failure to do so will result in a student's ineligibility to receive their respective certificate of completion. Make up classes are offered with a few options and arranged through Classic Cooking's administration. These options include either attending a concurrent Practical or Pastry Series class featuring the missed topic or wait until our next session of Practical or Pastry Series classes begin. Students will face no additional charge for attending either make-up class.

Leave of Absence:

In light of extenuating circumstances, Classic Cooking Academy will allow students to take a Leave of Absence. Circumstances include medical emergencies, family emergencies, financial emergencies, legal emergencies, jury duty, and active military duty. If a student misses one or multiple classes due to such reasons, they will be able to make up their missed course topic by either sitting in a concurrent time slot (only for Practical Series students) or sitting in an

upcoming session (for both Practical Series or Pastry Series students). Both make up options can be done free of charge.

In accordance with our Student Attendance policy, students are allowed no more than 2 weeks (for the Practical Series) or 1 week (for the Pastry Series) of confirmed Leaves of Absence. If a student goes over this limit, they will not meet all Completion Requirement criteria.

Student Services:

The staff at Classic Cooking Academy is available to offer assistance in the areas of guidance counseling, job opportunities, and/or cultural resources upon request.

Classic Cooking Academy does not require externships for completion. Students will be encouraged to volunteer and participate in our monthly tasting dinners and other functions held at Classic Cooking Academy, including fundraising dinners, private parties, and corporate team-building events.

Educational Delivery:

All classes of both the Practical and Pastry Series are held at Classic Cooking Academy's location in Scottsdale, Arizona. Classic Cooking does not offer directed study, distance education, or online computer-based learning.

Student Code of Conduct Policy:

Dress Code:

Students must attend each class with a clean chef jacket. Students are responsible for keeping their uniforms clean. Long hair must be tied into a pony tail away from the face. Students must wear closed toe shoes at all times in the school.

Behavior:

Shouting and violence will not be tolerated. All students are expected to respect the rights of others and are held responsible for conforming to the policies of Classic Cooking Academy. The faculty of Classic Cooking Academy retains the right to enforce discipline that is in the best interest of the school and the student body. The use of alcohol or illegal substances will not be tolerated and may be grounds for instant dismissal.

Sexual Harassment:

Sexual harassment of any kind will not be tolerated. Incidents of sexual assault, sexual violence, domestic violence, dating violence, stalking, or any harassment that contributes to a hostile work environment at Classic Cooking Academy are not permissible. If any student feels that they are the victim of sexual harassment, they must notify their chef instructor immediately and begin filing a grievance against the culpable party.

Student Probation and Suspension Policy:

Classic Cooking Academy reserves the right to place students on student probation or academic suspension.

Student Probation: A warning that the student has fallen into bad standing with the school. Student probation will last for a week.

Conditions for Student Probation:

- A grievance is filed against student in question.
- Student violates the Code of Conduct policy.
- Student does not reach a 90% attendance rate in their respective program and does not notify Classic Cooking Academy's staff of their absence.

Student Suspension: A disciplinary measure placed upon a student that has accrued multiple probations or has become an endangerment to themselves, fellow classmates, or Classic Cooking Academy's staff. Suspension will last indefinitely unless the student meets with Classic Cooking Academy's staff to make an appeal.

Conditions for Student Suspension:

- Student accrues three probations over the course of their respective program.
- Student intentionally threatens or causes physical harm to themselves, fellow classmates, or Classic Cooking Academy's staff.

Guidelines of Student Suspension:

- Student must not be on Classic Cooking Academy's property and cannot attend any Classic Cooking Academy class or event. The student may only visit Classic Cooking Academy's location to make an appeal regarding their suspension.

Completion Requirements & Pass/Fail Policy:

The Practical and Pastry Series are pass/fail courses without grading. In order for a student to pass their program, students must reach the following criteria:

- Attendance – Students must commit to a 90% attendance rate.
- Following Directions – Students must follow the chef's instructions during the cooking portion.
- Timing – Students must handle appropriate pacing throughout the work period, handling of each task.
- Attitude and Cooperation – Students must also show a willingness to work with others.
- Cleanliness – Students must clean up after themselves in the kitchen and lecture room.
- Completion of Payments – Students must have no outstanding balance on the student's tuition.

The instructors will evaluate the students on a weekly basis on the above criteria. Students will be addressed for any area of needed improvement and guidance will be given.

Once all criteria are met throughout the course of the program, the student will receive their Certificate of Completion.

Student Opportunities:

Classic Cooking offers students (past or present) opportunities to work in the cooking school's various stand-alone cooking classes. These opportunities are entirely dependent on availability. This gives students the chance to use their knowledge in a professional environment. With the added bonus of honing their skills, students will receive hourly wages as well as possible gratuity.

Job Placement:

Classic Cooking Academy has a large network of contacts with area chefs, restaurants, hotels, and resorts and will assist students in finding employment and provide recommendations. Classic Cooking Academy cannot and does not guarantee job placement to any student upon completion of either program. Prospective employers may randomly contact Classic Cooking Academy to request permission to post within the school employment opportunities. The school will make every effort to make such information available to all students in a non-discriminatory manner. However, the school retains the right to determine if any material is suitable for distribution. Classic Cooking Academy does not make any representation as to the suitability of a prospective employer or employment opportunity.

Policies for Re-Enrollment:

- Students who wish to re-enroll must fill out a new enrollment agreement.
- All outstanding financial obligations to the school must be met before the returning student can re-enroll.
- Re-enrollment deadline is one week prior to the start of the Practical or Pastry Series.

Program Postponement or Suspension:

In the event of the Practical or Pastry Series becoming postponed or suspended, Classic Cooking Academy will allow students to make arrangements to restart classes, or the school would offer students a refund of tuition.

Cancellation and Refund Policies:

Denial: An applicant denied by the school is entitled to a refund of all monies paid.
Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. The school shall provide the 100% refund within thirty (30) days of receiving the notice of cancellation.

Other Cancellations: An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid. (Minus an enrollment fee of $50.00).

Refund after the commencement of classes:

I. Procedure for withdrawal/withdrawal date:
   a. A student choosing to withdraw from the school after the commencement of classes is required to provide written notice to the Director of the school. The notice should indicate the expected last date of attendance and should be signed and dated by the student.
   b. A student will be determined to be withdrawn from the school if the student has failed to attend three consecutive class days.
   c. All refunds will be issued within thirty (30) days of the determined date of the student withdrawal date.

II. Tuition charges/refunds:
   a. Prior to the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the $50.00 enrollment fee)
   b. After the first week of classes, the tuition refund (less the $50.00 enrollment fee) shall be determined as follows:

% of the clock hours attempted:	**Tuition refund amount:**
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

The percentage of the clock hours accomplished is determined by dividing the total number of clock hours elapsed from the student's start date through the student's last day of attendance by the total number of clock hours in the program.

Refunds will be issued within thirty (30) days of the date of student withdrawal notification or date of school determination (withdrawal due to absences or other criteria as specified above), or in the case of a student not returning from an authorized Leave of Absence (LOA), within thirty (30) days of the date the student was scheduled to return from the LOA and did not return.

Student Grievance Procedure:

If a student has a complaint with regard to Classic Cooking Academy (CCA), the program, the staff, or other students, the student in question should take the following steps:

1. Every effort should be made to resolve the problem informally. The student should talk directly with the faculty or a staff member. The problem must be defined with clarity in order to determine a fair and reasonable solution. If unsuccessful, proceed to the written grievance procedure.

2. If informal efforts are unsatisfactory or unsuccessful, a written grievance may be filed with the Director or Designee of the school. The grievance will be in writing and should include the name of the respondent and a description of the specific incident(s) forming the basis of the grievance, an outline of the informal steps taken to resolve the matter, and reference to the desired outcome(s) if appropriate. The formal grievance should be presented within two years after the student has knowledge of the problem.

3. The School Director or Designee will investigate and decide how the problem should be resolved and will render a written decision to the student within ten (10) business days after the receipt of the complaint. All formal (written) complaints will be recorded in the school files.

4. An appeal should be filed with CCA within 10 days. After receiving the appeal, CCA then has 10 days to respond. Additional information will be required to warrant further investigation into the complaint.

5. If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

Arizona State Board of Private Postsecondary Education
1740 W. Adams Street, Suite 3008
Phoenix, AZ 85007
Phone: (602) 542-5709
Website: ppse.az.gov