



# **STUDENT HANDBOOK**

## **2018-2019**

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**[www.lca-pa.com](http://www.lca-pa.com)**

"Teach me your way, O Lord, and I will walk in your truth."  
Psalm 86:11

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# Landenberg Christian Academy

## Philosophy

The primary reason for the existence of Landenberg Christian Academy (LCA) is to provide a Christian education for its students. The school views itself as an extension of the Christian home for Christian families, as they fulfill their Biblical responsibility for the training of children. (Deuteronomy 6:6-7\*; Proverbs 22:6\*\*) LCA exists to assist parents in the nurturing and education of their children in a Christ-centered environment.

\*Deuteronomy 6:6-7 NIV

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

\*\*Proverbs 22:6 NIV

“Train a child in the way he should go, and when he is old he will not turn from it.”

## Mission

LCA partners with families to provide quality education, grounded in a Biblical worldview, to develop students of strong Christian character who embrace a life-long love of learning and impact the world for Christ.

## Non-Discrimination Policy

Landenberg Christian Academy does not discriminate on the basis of race, color, national and/or ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, the arts and/or other school-administrated programs.

## Payment and Tuition Policy

### **Tuition Payment Options:**

- Pay in full no later than July 1<sup>st</sup> or upon enrollment via check
- All other payment plans will be processed via ACH debit
- ACH Enrollment forms available upon request at [finance.dept@lca-pa.com](mailto:finance.dept@lca-pa.com)
- Following fees are applicable:
  - Upon initial ACH enrollment \$5.00
  - Each returned check and / or ACH payment will be charged a \$35 fee which will be added to outstanding account balance

### **Current Account Policy**

LCA expects that parents take full responsibility to ensure their account is kept up to date. Any concerns should be immediately addressed with the Finance office by sending communication to [finance.dept@lca-pa.com](mailto:finance.dept@lca-pa.com).

In the situation where an account is in arrears at the end of a marking period the following policy will be enforced:

- Report cards, progress reports and/or transcripts will be withheld
- Student will not be able to continue to attend LCA until account has been brought up to date or special arrangements approved by the Finance department

- LCA reserves the right to use all legal means to collect outstanding tuition including adverse credit reporting and sale of liability to collection agencies.

### **Other Payments**

For any other type of payments for special programs such as pretzel days, chaperones, gifts, etc. parents are encouraged to utilize ACH. This is the most efficient form of payment and enables our teachers and staff the ease of not having to worry about misplaced cash and checks.

### **Financial Questions / Concerns**

Parents are not to discuss financial matters with teachers or staff. They are not in the position to make decisions and need to remain focused on their roles of educating and attending to the students.

Any and all financial questions should be addressed directly with the Finance department at [finance.dept@lca-pa.com](mailto:finance.dept@lca-pa.com)

### **Termination of Enrollment**

With the exception of household relocation, termination of enrollment prior to the end of the school year will require tuition payment through the end of the current marking period. If one or two bulk payments were made for tuition, a pro-rated refund will be rendered at the end of the current marking period depending upon the reason for termination. Upon withdrawal from Landenberg Christian Academy, academic records will remain the property of LCA until all accounts are paid in full.

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## **Class Information**

### **Preschool Programs:**

**Preschool (3 year old)**: All students enrolled in the Preschool program must be 3 years of age on or before September 15th of the current school year. The 3 year old Preschool program meets three days per week (Tuesday, Wednesday and Thursday from 8:30 AM to 11:30 AM).

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**Pre-Kindergarten**: All students enrolled in the Pre-Kindergarten program must be 4 years of age on or before September 15th of the current school year. LCA offers both a morning and full day 4-year old Pre-Kindergarten program. .

- The morning program meets from 8:30 AM to 11:30 AM. Optional Lunch Bunch (additional fee) is offered between 11:30 AM and 12:30 PM each day.
- The full day Pre-Kindergarten program is an extension of the morning program and meets from 8:30 AM to 3:00 PM each day.

All preschool students must be potty-trained in order to attend classes. We are not equipped to change diapers or pull-ups. It is understandable that young children sometimes have accidents and need to change their underwear and/or clothing. A student will be dismissed from the preschool program if it becomes evident that he/she is not potty-trained.

\* Advancement to the next grade will be based on readiness.

### **Kindergarten:**

All students enrolled in the Kindergarten program must be 5 years of age on or before September 15th of the current school year.\* This policy follows the Pennsylvania State Law on age requirements for beginning the first grade.

The Kindergarten program will meet Monday through Friday from 8:30 AM through 3:00 PM.

\* Advancement to the next grade will be based on readiness.

### **Elementary Grades:**

All students enrolled must follow the Pennsylvania State Law on age requirements.\*

The Elementary Grade programs will meet Monday through Friday from 8:30 AM through 3:00 PM.

\* Advancement to the next grade will be based on readiness.

**Before Care**: LCA offers Before School Care starting at 7:40 AM. Please contact LCA if you wish to enroll your child in this service. (*\*Program offerings dependent on minimum enrollment*)

## **Student Conduct**

One of the main reasons LCA exists is to assist parents in the nurturing of Christian hearts and minds in their children not only in the classroom, but also at home and in their community.

Conduct expected of students is based upon the Biblical principles of respect for authority (Romans 13:1-2\*; Hebrews 13:17\*\*) and the “Golden Rule” (Matthew 7:12\*\*\*). Parents and school personnel are called upon to work together in the training of our children in appropriate behavior.

Students are expected to:

- Show respect for adults in actions and words by being courteous and obedient
- Show respect, consideration and kindness to other students
- Respect others’ work
- Communicate a positive attitude
- Play harmoniously
- Use appropriate, non-offensive language
- Avoid rough play
- Refrain from teasing
- Refrain from physical aggression
- Follow safety rules
- Properly care for equipment
- Report problems to the teacher

\*Romans 13:1-2 NIV

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.”

\*\*Hebrews 13:17 NIV

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”

\*\*\*Matthew 7:12 NIV

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”

## **Discipline**

Teachers use a variety of classroom management techniques to ensure a superior learning environment, including statements of positive reinforcement, reminders, redirection, time out, and notes or phone calls to parents. All discipline will be conducted in an age appropriate constructive manner. Conferences may take place at any point throughout the discipline process. Parents must be involved as we work together to help students correct inappropriate behavior. If there are persistent problems with a child, parents will be asked to work with the school to correct the disruptive behavior.

## **Communication**

Parents are encouraged to communicate with teachers on a regular basis. It is our hope that parents and staff maintain effective communications throughout the school year. In addition to report cards and individual conferences, we encourage parents to drop a note to staff and their students' teachers at twice per year to affirm your satisfaction with the program and raise any concerns for your child(ren). Preferred contact methods are outlined by each teacher at the start of the year.

Should an issue or concern arise which involves your child or a classroom matter, please adhere to the following protocol to ensure appropriate and timely resolution:

1. Seek to resolve that concern with the teacher directly by requesting a conference with your child's teacher as soon as possible.
2. If not satisfied with the resolution or if the issue remains unresolved, contact the administrator. A scheduled conference may be arranged with the parents, teacher(s) and administrator.
3. If not satisfied with the resolution, a meeting with the School Board may be requested. It is our desire that all matters be resolved in a God honoring way.

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## **Report Cards**

Kindergarten report cards will be issued in January and June.  
First through sixth grade report cards will be issued three times per year.

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## **Conferences**

### **Preschool Program**

Parent – Teacher conferences may be scheduled throughout the school year as requested or needed.

### **Kindergarten – 6<sup>th</sup> Grade**

Parent – Teacher conferences are held in November. Additional conferences may be scheduled throughout the school year as requested or needed.

## Physical Education

### Kindergarten – 6<sup>th</sup> Grade

Kindergarten through 6<sup>th</sup> grade students will participate in Physical Education (PE) class weekly. Please be sure to have your child wear or bring:

- Sneakers that tie or have a secure closure (Velcro, zippers, etc). **Sneakers are required in order to participate in PE.**
- Students may wear their LCA Phys Ed t-shirt or a solid t-shirt on gym days (LCA embroidered polo shirt is not required).
  - **Children should dress appropriately for PE class (socks and sneakers, shorts/pants rather than dresses).**
  - Children **are permitted** to wear solid sweat or nylon sport pants or shorts **only on gym days.**
  - Children **are permitted** to wear a solid sweatshirt **only on gym days.**

Children may be given one grace period after which they will **NOT** be permitted to participate in PE without the appropriate attire.

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## Dress Code

The main objective of the dress code is that clothing worn follows the standard of modesty, neatness, cleanliness and is non-offensive in design. School dress standards should promote attitudes that are conducive to learning. .. Personal grooming should be clean and neat. All articles of clothing should be in good repair free of holes and distress.

### Preschool Program

Preschool students must wear clothing that is neat, modest, clean and in good repair. (Loose, comfortable, modest fit, nothing oversized or skin tight.) When wearing layered clothing, all layers should meet these standards if children want to remove the top layer. All pants/shorts must be worn at the waist at all times (no low rise pants).

Preschool students will be involved in many different kinds of indoor and outdoor activities, so please dress them in suitable play clothes. We use paint, sand, glue, markers, etc. and play outside throughout the entire school year. For safety reasons, please send students in shoes secured in the front and back. A complete set of extra clothes must be kept at school in a labeled plastic bag at all times.

## Elementary Dress Code Standards: (Kindergarten – 6<sup>th</sup> Grade)

- Clothing must be neat, modest, clean, in good repair, and fit properly.
  - Nothing oversized or skin tight
- All elementary students are required to wear an LCA embroidered polo shirt (available through Land's End) in any of the following colors: **maize, white, evergreen, classic navy, gray heather, ice pink, chambray blue**
  - Girls are also able to wear LCA embroidered polo dresses (available through Land's End) in any of the following colors: **maize, white, evergreen, classic navy, gray heather, ice pink, chambray blue**. Please see "Girls' Guidelines" below.
- In cooler weather, students are permitted to wear any of the following during the school day: (an LCA embroidered polo shirt or dress must worn underneath any of these sweatshirt/fleece/sweater options).
  - An **LCA embroidered solid colored fleece** (full or half zip) available through Lands' End in any of the following colors: cobalt, navy, or charcoal.
  - **LCA logo'd Spirit Wear sweatshirt** (zip, hoodie or crew neck) available through Lands' End.
  - **Solid colored sweaters** (any brand) without logos, wording or designs are permitted in cooler weather.
  - Sweatshirts (other than Lands' End Spirit Wear) are **not** allowed.
- Shoes must be secured in the front and the back of the foot. (ie. Flip flops and clogs are not allowed)

If a child attends school in non-dress code standard clothing, parents may be contacted by phone or email to bring appropriate clothing in for the child to change.

Dress children appropriately for outdoor recess in all weather (hats, mittens, heavy coats, etc. as necessary).

Kindergarten through 2<sup>nd</sup> grade – An extra set of clothes must be kept at school in a labeled plastic bag at all times. It must include a solid t-shirt, dress code pants, underpants and socks. (Please replenish as necessary).

### Boys' Guidelines:

- ❖ Shirts –
  - LCA embroidered polo shirt (short or long sleeved) available through Land's End in any of the following colors: **maize, white, evergreen, classic navy, gray heather, ice pink, chambray blue**
  - Solid colored sweaters without logos, wording or designs are permitted in cooler weather (an LCA embroidered polo shirt **is required** under the sweater).
    - Sweatshirts are not allowed.
  - Students may wear a solid long sleeve shirt under their short sleeve logo polo

- ❖ Pants/Shorts –
  - Solid tan, navy blue, gray, white, or black pants or shorts (ie. Khaki, Cargo, Corduroy are all acceptable).
    - Any brand is eligible for bottoms (Land’s End not required)
- ❖ Hair
  - Hair length for boys should not exceed the top of the shirt collar and must be neatly groomed. Hair may not be dyed a color that creates interference with education. (ie. Blue, pink, green)

## Girls’ Guidelines

- ❖ Shirts
  - LCA embroidered polo shirt (short or long sleeved) available through Land’s End in any of the following colors: **maize, white, evergreen, classic navy, gray heather, ice pink, chambray blue**
  - Solid colored sweaters without logos, wording or designs are permitted in cooler weather (an LCA embroidered polo shirt **is required** under the sweater.)
    - Sweatshirts are not allowed.
  - Students may wear a solid long sleeve shirt under their short sleeve logo polo
- ❖ Pants/Shorts/Skirts/Dresses/Skorts –
  - Solid tan, navy blue, gray, white, or black colored pants/shorts/skirts/jumpers/skorts worn with logo polo shirt (ie. Khaki, Cargo, and Corduroy are all acceptable).
    - Any brand is eligible for bottoms (Land’s End not required)
    - Solid colored leggings are allowed UNDER skirts/jumpers/dresses
  - Embroidered polo shirt dresses are available through Land’s End in these colors and acceptable **maize, white, evergreen, classic navy, gray heather, ice pink, chambray blue**
  - Shorts/skirts/skorts must be fingertip length or **longer (when standing the length of the clothing must be longer than the tip of the child’s fingertip)**
    - All dresses/skirts must be worn with shorts underneath to ensure modesty during recess activities
- ❖ Hair
  - Hair must be neatly groomed and well kept. Hair may not be dyed a color that creates interference with education. (ie. Blue, pink, green)

## Snack / Lunch

### Preschool Program:

Students will have a snack time each day. Parents will be asked to provide snacks on a rotating basis for the entire class. Snacks or special treats must be selected from an approved snack list given out by the classroom teacher.

(More information listed under Peanut Policy below)

Pre-Kindergarten students enrolled in Lunch Bunch or the full day Pre-Kindergarten program will need to bring their own lunch from home.

### Kindergarten – 6<sup>th</sup> Grade:

Elementary students have a snack time each day. Students need to bring their own snack from home and box drink/water bottle for snack time.

Elementary students need to bring their own lunches, as well. It is recommended that you include a straw if your child will be using a thermos to decrease the likelihood of spills. **No refrigeration, hot water or microwave is available to students.** Teachers will not leave the classroom to prepare student lunches. Please include a reusable ice pack when packing food that needs refrigeration.

### Peanut Policy

Landenberg Christian Academy will work with parents and students to accommodate those with peanut allergies and to provide a peanut safe environment. LCA acknowledges that despite our best efforts, we cannot guarantee an absolutely allergen-safe environment. The goal of this policy is to create an atmosphere that will reduce the risks to children with life-threatening peanut allergies.

No sharing: To help decrease the possibility of accidental exposure to peanuts or other nuts, students will not be permitted to share food during snack or lunch times. Additionally, staff will encourage hand washing before and after meals to decrease the chance of cross-contamination.

Preschool Program: Many young children have severe peanut allergies. Within this group are children that have a potentially life threatening allergy to peanuts and tree nuts. Therefore, preschool classrooms are peanut safe zones. We will not be serving any food items that contain peanut ingredients or food items that are made on equipment that produces these products. Snacks for our classrooms will be provided for the entire class by classroom parents on a rotating basis. Snacks must be selected from a pre-approved list of foods that are safe for children with peanut allergies. Parents are asked to double-check all labels of food sent to school for allergy information due to changes in manufacturer packaging and processing. Homemade snacks and treats are not permitted because of the risk they pose to children with allergies to different types of foods.

Peanut Safe Table: There is a designated peanut safe table in the lunch room available for students with peanut allergies. Non-allergic children are welcome to sit at this table provided that their lunches do not contain peanut products.

**Landenberg Christian Academy CANNOT guarantee an absolutely, allergen-safe environment. While doing our best to ensure an allergen-safe environment, LCA co-uses this space with Cornerstone Presbyterian Church who does NOT have a peanut policy.**

## Personal Belongings

Please make sure that ALL possessions are clearly labeled with your child's name. The school reserves the right to send home any toys, etc. not deemed suitable or safe. It should be understood that each child who shares his/her toys should be prepared for breakage or loss. **The school will not be responsible for the replacement of personal possessions brought to school due to loss or damage for any reason.** Careful consideration should be given prior to bringing "favorite toys" to school.

Cell phones, mp3 players, and any other electronic devices must be turned off and kept in the child's book bag during school hours. Any usage during school hours must be approved or the item will be confiscated.

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## Attendance

### Kindergarten – 6<sup>th</sup> Grade

Regular attendance is in the best interest of the child. After each absence, the student will bring a note written and signed by the parent or guardian explaining the reason for the absence. This note must accompany the student on the first day of return to school per Pennsylvania State regulations. A child who is absent, tardy, or dismissed early 20 or more times, may be required to repeat the grade.

Families are encouraged to plan vacations around the school calendar. Realizing that conflicts may occur, advance communication of one week is requested in order to make preparations for make-up assignments.

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## Arrival

Children should be dropped off between 8:10 and 8:25 AM. Drop students off at the designated entrance only when a staff member is there to welcome your child. Students must be accompanied into the building if an LCA staff member is not at the designated entrance. As necessary, please park in the designated parking spaces. **Please do not park in the fire lane or the drive in front of the church to escort children into the school.**

Please ensure the following practices are followed during morning drop-off:

- 1) Please enter the parking lot via the lowest driveway, and **SLOWLY** drive around to the middle entrance of the building.
- 2) All students will exit on the passenger side of the vehicle
- 3) Drivers **will not** exit the vehicle (If the driver must exit the vehicle, then please park the vehicle in the 2nd row, 3rd row, or lower lot to escort your child into or to the building. This will allow traffic to continue to flow without extended waits).
- 4) Absolutely no backing up. Placing your car in reverse is not permissible

**Tardiness: School begins promptly at 8:30 AM.** Students arriving after 8:30 AM will be considered tardy and must be escorted into the school by a parent. Students who are tardy not only hinder their own educational progress, but also disrupt the rest of the class. Whenever possible, please arrange for appointments before or after school.

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## Dismissal

In respect for teachers' schedules, please note the class dismissal times.

3yr and 4yr Preschool Program: 11:30 AM

Preschool Lunch Bunch: 12:30 PM

4yr Enrichment Program: 3:00 PM

Kindergarten – 6<sup>th</sup> grade: 3:00 PM

It is important for you to be prompt in picking up your child. If a child is picked up more than 15 minutes late, a fee of \$5 for each 5-minute interval will be imposed until the student is picked up.

Upon dismissal of children, each child's behavior and safety then becomes the responsibility of the person to whom they are dismissed. LCA (Teachers, staff, etc.) cannot assume responsibility for students once they have been dismissed.

Children will only be released to those listed in the Emergency Information Packet or when a parental note is provided in advance. **All children who ride the bus must have a note if other transportation will be provided. When students do not have a note they will be sent home on the bus.**

Please ensure the following practices are followed during all dismissal times:

- 1) All students will now enter on the passenger side of the vehicle only
- 2) Please do not pull around vehicles that are loading students in front of you in the car line
- 3) Please do not back up (place your car in reverse) in the car line
- 4) Please be courteous to the cars behind you and move through the pick-up line as quickly and efficiently as possible

To ensure a quick, **safe**, and smooth dismissal, remain in your car while staff members walk students to their vehicles. If you need to assist your child in buckling, do so as quickly as possible. If you need to speak with a staff member, or other parent, utilize the parking spaces provided. Please be considerate of those waiting behind you in line to pick up their child(ren).

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## Early Pick-Up

If it is necessary to pick up your child(ren) early, please notify his/her teacher in writing. Children will only be released to those listed on the Emergency Contact Form or designated individual when a parental note is provided in advance. Children must be signed out of the building before leaving. Sign-out sheets are located in each classroom.

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## Transportation

### Kindergarten – 6<sup>th</sup> Grade

If you seek bussing for your child, contact the main office of your local school district for information.

## Visitors/Volunteers

All visitors during regular school hours, including parents, must sign in and out.

When signing in, all visitors must obtain a visitor's badge.

It is very important to your child that you share in his/her school life; therefore, you are invited and encouraged to visit the school for special programs, serve as a volunteer, or have lunch with your child. **Parents and grandparents are welcome to visit their child's classroom, provided they make arrangements in advance with the teacher. This will ensure minimal interference with scheduled activities.**

**To remain in compliance with State regulations and to ensure the safety of our students, adults who wish to volunteer at LCA with students must submit the following clearances and certifications.**

1. **Report of criminal history from the Pennsylvania State Police (PSP)\***
  - <http://epatch.state.pa.us/Home.jsp>
2. **Child Abuse History certification from the Department of Human Services (Child Abuse)\***
  - <https://www.compass.state.pa.us/CWIS>

*\*These (2) certifications must be renewed every 60 months (5 years)*

3. **FBI Federal Criminal History (fingerprinting) OR Signed Affirmation Statement**
  - A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is **NOT required** as long as:
    - The position the volunteer is applying for is an unpaid position; AND
    - The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years.
  - Volunteers who are not required to obtain the FBI certification because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must affirm in writing by completing LCA's **Volunteer Disclosure form** that they are not disqualified from service based upon a conviction of an offense under §6344. (*Forms are available at the school office*)
  - If you live outside the State of Pennsylvania or have lived in Pennsylvania less than 10 years, an FBI certification must be completed. Securing your FBI fingerprinting clearance is a multi-step process. To begin, you must register and pay on-line through IndentGo (link below). You will need to enter the following Service Code to begin the registration process.
    - **Service Code: 1KG6V5**
    - <https://uenroll.identogo.com>
  - After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The locations, as well as days and hours for each sit are posted on IDEMIA's website at <https://uenroll.identogo.com>

**\*NOTE:** *If a volunteer has not been a resident of Pennsylvania for the past 10 years, but obtained their FBI certification at any time since establishing residency, they must*

*provide a copy of the certification to the person responsible for the selection of volunteers and they are not required to obtain any additional FBI certifications.*

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## **Photography**

We understand that parents like to take photos of or video record their children during school functions. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. We will not allow images of pupils to be used on school websites, publicity, LCA social media pages or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

The school cannot, however, be held accountable for photographs or video footage taken by parents or members of the public at school functions. LCA does discourage parents from posting photographs including fellow class and school mates on personal web-based (including social-media and blog) sites.

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## **Volunteer Hours**

Parents have an active and joint responsibility with the school for the education and upbringing of their children. Parental involvement, through volunteer hours, encourages this partnership. There are a variety of opportunities for parents to fulfill the required hours such as: attending PTF meetings, assisting the teachers with classroom functions, donating refreshments, attending field trips, etc. Communication will be sent detailing opportunities for completing your hours. A Volunteer Guidelines Form must be completed and signed.

### **Kindergarten – 6<sup>th</sup> Grade**

Kindergarten through 6<sup>th</sup> grade families have a requirement of 25 volunteer hours per year to be met by May 30<sup>th</sup>. A Volunteer form will be sent to each family for self-reporting to the office. Please submit your forms to [finance.dept@lca-pa.com](mailto:finance.dept@lca-pa.com) at least twice a year, and no later than April 30. Any unfulfilled hours will be charged \$20 per hour via ACH debit.

## **Parent Teacher Fellowship (PTF)**

The PTF is an active service organization that exists to glorify God by promoting fellowship and communication among parents and teachers of LCA, while supporting the school in quality education, spiritual growth and financial security. Parent participation is crucial to the success of the school and contributes in making each child's LCA experience as rewarding as possible. Each parent is a member of LCA's PTF and active involvement allows fulfillment of required volunteer hours. The PTF sponsors fund raisers, holiday programs and provides teacher support throughout the year. Monthly meetings are held; the dates and times of these meetings are highlighted on the monthly calendar.

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## LCA School Board

The LCA Board is responsible for setting the policies of the school. It also provides guidance and spiritual leadership in the day-to-day operation of the school. The school's administration is responsible for the implementation of the board's policies.

The LCA Board typically meets the second Tuesday of every month at 7pm. Regularly scheduled board meetings will be included in the LCA monthly calendar and parents are encouraged to attend.

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## Field Trip Driving Requirements

It may be necessary for LCA to ask parents to help with the transportation for field trips. However, it is best to have a limited number of chaperones. A list will be maintained so every parent will have equal opportunity to attend a field trip.

Anyone driving for a field trip or other activity must submit a copy of his/her current insurance coverage to the administrator 1 week before the trip.

The Landenberg Christian Academy (LCA) School Board requires the following minimum insurance coverage on all vehicles carrying school students to and from activities sanctioned and sponsored by LCA:

- Bodily injury and liability \$100,000 / \$300,000
- Property damage \$ 50,000
- Personal injury \$100,000 / \$300,000

Please look for the above numbers on your policy and send us a copy of that page, along with your name and policy expiration date.

*The school has a policy that students **may not** ride in the front passenger seat of any vehicle due to the increased potential for injury in the event of an accident. Per Pennsylvania State Law, children under age 4 must ride in an approved Child Passenger Restraint System and children ages 4-7 must ride in an appropriately fitting booster seat.*

## Chaperone Responsibilities

- Chaperones will be responsible for the supervision of a small number of students during the entire trip.
- Chaperones must be 21 years of age or older.
- Chaperones must be related to a student attending the trip (**A background check must be on file**).
- Chaperones will sit with and supervise assigned students during transportation.
- Please do not play movies in vehicles during field trips.
- Only participating children in the class are permitted on field trips. Siblings not participating in the field trip through LCA are not permitted to attend field trips with parents.
- Chaperones must escort children to the restroom. Three people are required to enter the restroom. When possible, children should enter the restroom in pairs with a chaperone.
- In case of emergency, the chaperone should contact the teacher in charge.

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## **Illness**

As a courtesy, if your child is ill, please notify his/her teacher if he/she will not be attending school. If your child becomes ill while at school, the parent / emergency contact will be notified. Children will not be allowed to come to school with fever, diarrhea, vomiting or any infectious disease. **Your child must be symptom free for at least 24 hours before returning to school.** In addition, if your child has been diagnosed with a communicable disease (pink eye, lice, chicken pox, etc.), please notify your child's teacher immediately.

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## **School Closings and Early Dismissals**

In the event of inclement weather, LCA will take the same action as the Avon Grove School District for snow days and early dismissals.

In the event of a one-hour delay, LCA (including Preschool Programs) will start at 9:30 AM. In the event of a two-hour delay, LCA (including Preschool Programs) will start at 10:30 AM.

Parents are responsible for making arrangements for child care in the event of a delay. Before school care will be cancelled on delayed days. No staff members will be available to accept children until 15 minutes before school begins.

Please rely on local radio and television stations as well as friends and neighbors for the most accurate and timely information on early dismissals and school closings. On the Philadelphia radio stations, Avon Grove's call number is 859. Other local stations that announce school closings by name are: WCOJ 1420 AM, WCHE 1520 AM, WNRK 1260 AM, WDEL 1150 AM, WJBR 99.5 FM, WSTW 93.7 FM, and NBC10.

### **Bus Riders:**

As a reminder, parents (not LCA) are responsible for transportation of their child(ren) to and from school. For any questions regarding inclement weather delays, early dismissals, or cancellations, please contact your school district's bus office directly.

Bus riders who are late or absent due to changes in the bus schedule because of severe weather, will be marked as having an excused tardiness or absence.

## **Snow Make-Up Days**

Per PA State requirements, LCA adheres to a documented 900 hours of educational time. In an effort to mitigate any make-up days, LCA has built in additional hours for inclement weather and cancellations. Any required make-up days will be communicated in a timely manner.

## **Medication Policy**

**Please make every effort to administer both prescription and non-prescription medication outside of school hours.**

If your child needs medication, please notify his/her teacher to obtain a Medication Release Form.

Students are not permitted to store medication on their person or in their backpacks throughout the school day.

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## **Medical Care**

Medical Care is limited to first aid in case of an in-school accident or illness. As LCA does not have a nurse on the premises, it is essential for the school and the parents to work together to ensure the safety of each child. If your child has a medical condition or severe allergy, please communicate the details to the school administrator and the student's teacher so a plan of care can be coordinated.

## **Emergency Medical Care**

**A completed Emergency Contact Form must be on file prior to the beginning of the school year.**

In the event of an injury, the parent and/or emergency contact will be notified. If the injury is serious, both the parent/emergency contact and the local emergency unit (911) will be notified. A school representative will remain with the child until the parent / designee arrives and assumes responsibility of the child.

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## **Emergency Classroom Contact**

In the event of an emergency or a situation which requires the teacher's attention during school hours (e.g. an unscheduled transportation change involving your child), call (610) 255-5805

If there is not an answer on this extension, please leave a message as the staff will check this voicemail frequently throughout the day.

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## **Contact Information**

A list of all LCA teacher contact information will be provided at the start of the school year.

Additional staff contact information is as follows:

Administrator: Julie Malone  
(Tu-F)

E-mail: [julie.malone@lca-pa.com](mailto:julie.malone@lca-pa.com)

Administrative Assistant: Carolyn Quesenberry  
(Mon – Thurs)

E-mail: [carolyn.quesenberry@lca-pa.com](mailto:carolyn.quesenberry@lca-pa.com)

Finance Department: Linda Comyns  
(Tu/Th and Friday)

E-mail: [linda.comyns@lca-pa.com](mailto:linda.comyns@lca-pa.com)  
or [finance.dept@lca-pa.com](mailto:finance.dept@lca-pa.com)

Mailing Address

PO Box 397  
Kemblesville, PA 19347

Physical Address:

109 Gypsy Hill Road  
Landenberg, PA 19350

Phone Numbers

(610) 255-5805 (Office)  
(610) 255-5515 (Fax)

\*\* LCA reserves the right to amend this information without prior notice.\*