



STUDENT & FAMILY HANDBOOK

2026-2027

FAITH. CHARACTER. PURPOSE. IMPACT.

School	The Herb Lusk Christian Leadership Academy
Address	700 Central Avenue, Chester, PA 19013
Phone	610-499-9030
School leader	Crystal D. Harrison, M.Ed., Director
Document status	Review Edition - August 2026

Developing Legacy Builders who use their faith, gifts, and character to serve others, strengthen their communities, and leave things better than they found them.

The Legacy Builder Profile

Our shared language for student character and leadership

FAITH-FILLED	I shine God's light wherever I go.
COURAGEOUS	I have the courage to do what's right.
SERVANT-HEARTED	When I help others, I make my community stronger.
PURPOSE DRIVEN	God has a purpose for my gifts.
RESILIENT	I can overcome challenges with God's help.

I LEAVE THINGS BETTER THAN I FOUND THEM.

Contents

1	Welcome, mission, vision, goals, and stakeholders
2	Philosophy, educational approach, teachers, accreditation, and curriculum
3	Family partnership, hours, tuition, fees, attendance, and discipline
4	Parent information, arrival/dismissal, communication, and student support
5	Student health, wellness, meals, safety, uniforms, and transitions
6	Confidentiality, phone calls, nondiscrimination, and school-choice statement
7	Appendices: annual calendar control, truancy, arrival/pickup, IEP/IFSP, enrollment, uniforms, pledge, and acknowledgment

Document control

Effective school year	2026-2027
Review edition	August 2026
Annual review owner	School Director / Board designee
Calendar control	The separately issued official school calendar governs when dates conflict.

Welcome Letter

Parents/Guardians of HLCLA Students

Welcome to The Herb Lusk Christian Leadership Academy! We are indeed delighted that you have chosen our school to meet your child's developmental needs - both academically and spiritually. Thank you for entrusting the education of your child to us. We believe as Frederick Douglass said, "[I]t's easier to build strong children than to repair broken men." So, our students will leave our school capable of setting goals for a productive life.

HLCLA is an early childhood center as well as an elementary school for grades K-3. Our school consists of our Preschool program for three and four year-olds through third grade. At each level of education, we have highly qualified teachers who hold at least one college degree and certification to teach the grade level to which they are assigned. They are equipped to train your child to reach their academic and spiritual potentials. Students will be taught using developmentally appropriate practices to address critical thinking skills while also being sensitive to the needs of individual students. We believe that a strong partnership between the community, family and school is essential for our student's success.

HLCLA was established in 1995 with the goal of supporting families in the Chester community by providing a quality education grounded in Christian character development. The school serves under the auspices of G.E. Ministries, Inc. Thank you again for the honor of serving your family.

In Christ,

Reverend Herbert H. Lusk, III, Chairman HLCLA Board of Directors

"It is easier to build strong children than to repair broken men." ~ Frederick Douglass

Mission, Vision, and Goals

Mission/Vision/Goals

Mission Our school will be a safe, nurturing environment where every student is valued and empowered to seek his/her God-given potential and learn as much as they are able, and where teachers partner with parents and the community to provide and model excellence in education, character development and spiritual health.

Vision Through our educational programs and our community partnerships, students will develop wisdom that prepares them to become life-long learners enabling them to continue growing spiritually and to establish their educational goals with the purpose of returning to the Chester community and serve as leaders who understand the call of God on their lives to expand the His Kingdom in whatever vocation they choose.

Goals for School: school board, staff and stakeholders

- Lead by example to instill in all our students the desire for an intimate relationship with God and respect for their parents, teachers and others.
- Engage with volunteers and partners to make the school and community a better place to work and live.
- Promote excellence in students' critical thinking skills that become wisdom for life.
- Integrate godly wisdom into all the activities of school so that this becomes a lifestyle of honoring and respecting others.
- Utilize evidence based strategies to inform instruction inside and outside the classroom.
- Maximize the use of technology to improve instruction across all content areas. (Based on the results, teachers will differentiate instruction to accommodate and improve learning.)
- Promote a safe, nurturing environment for students to thrive in responses to life's big questions. (Why are we here? What is the grand purpose of mankind?)
- Teachers will plant seeds of greatness (positive words and attitudes) in their students to give them a sense of resilience and ways to face challenges.

Stakeholders

The Herb Lusk Christian Leadership Academy (HLCLA) has many stakeholders. They are listed below:

The Norwood Company

Archdiocese of Philadelphia Chester Fire Department

Philadelphia Association of Christian Schools Children's Jubilee Scholarship Fund

Association of Christian Schools International Dept. of Human Services/ELRC

City of Chester Copy Products

Chester-Upland School District Parents & Chester Families

Delaware County Intermediate Unit Amplify, Inc.

Elwyn Chester Seeds Philadelphia Zoo

School Volunteers: Franklin Institute

- Library Team Commonwealth of Pennsylvania
- Reading & Math volunteers Frederick Douglass Scholarship Partners
- Churches in the area People for People, Inc.
- Greater Exodus Baptist Church Maturity Works, Inc.
- Media Presbyterian Linwood Lodge #87
- Swarthmore Presbyterian Kappa Alpha Psi Fraternity, Inc.
- Eternal Hope of Glory Lewis M. Hunt-Irving Funeral Home
- Victory Church, Audubon, PA Talbert Funeral Parlor
- Church of the Overcomer Get Some Candy
- Calvary Baptist Church Humdiggy's
- Gateway Community Church Ms. La's Surf & Turf
- Canvas City Church Professionally Poised Consulting
- St. Mary's Episcopal Church Zitner's Candy
- Shiloh Baptist Church Airway Bearing, Inc.
- Chichester United Wesleyan Church
- St. Luke Community Christian Church

Philosophy of Education

Philosophy of Education Supported by our deeply held beliefs, our school philosophy of education is grounded in the belief that the Bible is the Word of God. The Word is active and living and has the power to transform lives and provides the answers to life's greatest questions. The evidence of our belief is exemplified by the behavior or actions we take as believers to demonstrate our understanding of what the Bible tells us. The education of our children includes the model of what the Word of God looks like in practice as modeled by our teachers and all staff to confirm the entire school community that we are people of faith.

We believe that education came from the heart of God, that God commanded that children are to be taught by parents (and those whom the family has designated to support them in this role). HLCLA Philosophy of Education comprises five components: Purpose, Learners, Teacher, Key Concepts, and Methods. (1) Purpose. The purpose of our Philosophy of Education is two-fold: First, it will provide structure and guidelines that will allow our educators to develop their individual philosophies of education, and second, it will give support to educators who provide learners with problem solving skills and practical knowledge that result in responsible participation in our society, integrating biblical worldview in all teaching and learning. HLCLA starts with a Preschool division to give maximum impact on the early years of the student learning, by laying a foundation of discipline and respect for authority early life that will result in life-long conceptual understandings in all future content areas. Focus on these early years will also allow children to see God's purpose for their lives earlier and enable them to walk in His precepts. Learners. True learning begins with God Himself. Students as learners in our school will know that they are unique creations of our God, and that they are each valued as individuals who are gifted and deserve to take an active role in the learning process. In all content areas, Reading/Language Arts, Math, Social Studies, Science & Technology, and the arts, students will have biblical truths integrated into their understanding of the big questions of life, i.e., Why am I here? Why do I need to know this? How is this information relevant to my life?

Teachers. Teachers must be believers, agree with the HLCLA foundational truths in our Statement of Faith and be committed to Jesus Christ as Lord and Savior. They practice their faith openly in our school, modeling Christian values and using these concepts in setting guidelines and disciplining processes for students in their classrooms. Teachers must always be learners and know how to love the children being served if they are to become the master teachers to which they aspire.

Educational Approach

Educational excellence begins with our school leaders and staff. At HLCLA, we are committed to the success of each child and have instituted a continuous training and development program for our educational team!

HLCLA educators plan, organize and guide the learning processes for all students. They are committed to differentiate their instruction so that the needs of each student are met to maximize their growth potential each year. Teachers will provide real-life experiences and applications, which include students working cooperatively with each other and providing an appropriate assessment to determine the effectiveness of the practice. As a result of their faith experience, teachers are able to plan into the units of study how the Creator or biblical truths make the content area become real to students. Part of this structure must be regular group-work allowing students to make the connection between the cooperative nature of the Body of Christ and life, which portends that we are not meant to always work out our problems alone.

Key concepts. HLCLA has a standards-based assessment, which includes problem solving, experience-based and practical learning in the basic content areas. Active inquiry to promote critical thinking will be integrated throughout the teaching process to promote social responsibility in key areas of being a citizen of our democracy. Our school uses a curriculum that will be mapped to and consistent with the Pennsylvania Common Core State Standards and Pennsylvania Early Learning Standards. This consistency will prepare them for any standardized or summative assessment that will be given to them at the end of any assessment period.

Methods. The methods of delivering well planned and biblically integrated lessons will vary, depending on the teacher, students, and the objectives of the lesson. Lectures will be brief, and when used, integrated with "Brain Breaks". Although seldom included for our Preschool students, computer based instruction is important to introduce technology early in projects. This will vary based on age group, discovery learning, open discussion, collaborative and cooperative learning as well as individual projects.

Summary. The type of learning that best fits the learning style of our students will always guide teacher practice at HLCLA. Our philosophy of education is to give priority to what is best for the students. For this reason, all classes are kept to a maximum of 15 students to ensure that individual needs are determined through observation and assessment, and they are met through instructional methods. Assessment is administered at the end of each learning cycle to determine the effectiveness of the instruction. The cycle begins again after being adjusted to account for deficits in instruction. Teaching and learning are constantly being adjusted to improve each for teacher and student.

Teachers, Accreditation, and Curriculum

- 1. Spurgeon, L.P., More, Gary E. (1994). The Educational Philosophies of Training and Development: Professors, Leaders and Practitioners. (Presented at American Vocational Associations.12/12/1994)
- 2. Huitt, V. (2008). Direct Instruction: A transactional Model, Educational Psychology Interactive. Valdosta, GA. <http://www.edpsycinteractive.org/topics/instruction/internt.html>

Teachers K-3rd Grade Teachers: Our teachers are highly qualified to teach. Educational excellence begins with our staff. We are committed to the success of each child and have instituted a continuous training and development program for our educational team.

Preschool Teachers: Our teachers are trained in the best practices available in early childhood education. They receive additional training each school year to meet the Early Learning Resource Center (ELRC) requirements for certification.

School Accreditation Preschool HLCLA has earned Certification for our Early Education program through the state sponsored Education Resource Learning Center (ERLC) and are accredited through the Pennsylvania Keystone Stars Program. Keystone Stars is an initiative to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania. We currently hold a STAR 1 level and are working on STAR 2 with a future goal to achieve the STAR 3 level by the end of the school year. Kindergarten - 3rd Grade HLCLA participates in the Steps to School Improvement Program. This continuous school improvement program, when completed, will result in full accreditation by the Association of Christian Schools International (ACSI). Curriculum HLCLA is in the process of developing a curriculum map for our K-3rd grade classes based on Pennsylvania Common Core State Standards (CCSS). The basic resources used for the Reading/Language Arts are the Core Knowledge Curriculum (Amplify, Inc.) and for Mathematics are the Everyday Math Curriculum. Social Studies and Science Curriculums are developed based Macmillan Publishing, plus online support with Amplify. HLCLA uses for Pre-K through third grade Eureka Math. Eureka Math sets a new standard for rigor, coherence, and focus in the classroom so students gain a deeper understanding of the "why" behind the numbers, all while making math more enjoyable to learn and teach. Wilson Foundations puts the "fun" in the critically important foundational skills needed for life-long literacy. Based on the principles of the Wilson Reading System, it provides daily, explicit, and systematic instruction in the essential areas needed for

Family Partnership, Hours, and Tuition

proficient reading and spelling, including: phonological awareness, phonics, word and syllable study, vocabulary, sight word instruction, fluency, and spelling and sentence writing practice.

FAMILY PARTNERSHIP HLCLA values the parents and the family as partners in our school. Surely, without a strong connection here, the school will be unable to properly educate their children. Our school requires a 2-hour volunteer time at various areas in the school each month. The volunteer hours can be completed by parents/other relatives. This allows families to see up close the operations of the school. It also promotes better parental involvement. Some of the ways that we encourage parental involvement is to request that parents read to their children daily and help with occasional at-home work. We also encourage families to come out, to participate in and to support their child in special school events, fundraisers, holiday shows, Moving up ceremonies, field trips and book fairs, and all school functions, especially the annual Field Day. School Calendar: (See Appendix A) Hours of Operation HLCLA regular hours are 8:00a.m. to 3:00p.m., Monday through Friday. The After Care Program runs from 3:00 to 6:00p.m. An After Care application must be completed if this service is needed. ELRC co-pays will apply for all students who qualify (see Mrs. Bernadette Walls-Morgan for details). Monthly Tuition Rates and Fees Preschool 3 and 4 year-olds - ELRC Copay OR \$450 per month HLCLA Preschool accepts subsidized payments from ELRC. Copays are due on the first of the month. A late charge of \$25 will be assessed if copays are not received by the 15th of the month. This fee is for each occurrence. ELRC will be notified by the end of the month that copays are not made on time. If copays are not paid by the end of the month, you will not be able to bring your child to school until it is paid in full. K - 3rd Grades Tuition is based on a sliding scale and is set each school year according to the income recorded on your IRS 1040 or government reported source of income. The tuition scale is reviewed, discussed, and set during your Parent Interview each year. Tuition is due on the first of the month. A late charge of \$25 will be assessed if it is not received by the 15th of the month. This fee is for each occurrence. If tuition is not paid by the end of the month, you will not be able to bring your child to school until tuition is paid in full.

Fees, Attendance, and Truancy

After Care Fee The fee for After Care is \$50 per week and must be paid the Monday prior to the week of services needed.

Late Pick-Up Fee Regular dismissal is at 3:00p.m. As detailed on the school calendar, there will be days when we have early dismissals at 12:00 or 1:00p.m. If your student has not been picked up within 30 minutes after dismissal on any given day, a late pick-up fee of \$25 will be assessed. This fee is for each occurrence. **Registration Fee** There is a one-time, non-refundable registration fee of \$100, payable at the time of enrollment. Families with multiple children are eligible to have this fee reduced for other children in the family based on income. **Returned Check Fees** There is a \$35 charge for checks that have been returned from your bank. This fee is due immediately. You may be required to keep your child home until payment is made. Second occurrence of a returned check will cause future payments by check to be denied. **Out of Uniform Fee** When any student is out of uniform, parents will be called to bring proper attire to the school.

Additional Fees During the school year, there will be some occasions where other services will be offered that require an additional fee. These services may include field trips, children's pictures, school fundraisers, and meals for special events. Parents will be notified in advance of these additional fees. Parents have the option to participate or to decline. **Absences and Tardiness** Parents must bring students on time at 8:00 a.m. each day. Students who arrive after 8:15 a.m., will be marked tardy, unless they are excused. Students will not be admitted after 9 a.m., unless they are excused. (Excuses for being late include a doctor's note, evidence of parent/guardian involved in car accident, or proof of other serious and unavoidable circumstances.) Absences may be excused or unexcused. If students are absent from school three consecutive days or more, they must return to school with a doctor's note, or the absence will be counted as unexcused absences. Students who accumulate more than 10 unexcused absences may be required to attend the HLCLA Summer School. If the students who are required to attend the HLCLA Summer School do not attend/do not finish the program, they may be required to repeat the grade.

School Discipline Policy

Truancy Parents of students who are truant will be notified by phone and in writing. HLCLA is required to report habitual truancy to the district of the student's residence. If no improvement is made, a citation will be filed in court. (See Appendix B)

SCHOOL DISCIPLINE POLICY "It's easier to build strong children than to repair broken men." - Frederick Douglass

The collaboration of parents and school community is the key to classroom discipline. School discipline begins with the understanding that the school serves families. Administrators and teachers are asked to make every effort to get to know the parents/families of students in their classrooms, and parents are asked to get to know the teachers in our school, especially their child's teachers. As we get to know one another and work together in the best interest of the children, positive results will occur. The most important question to answer is: What is in the best interest of the student? The answer to this question will always guide any decision about the well-being of the student.

The other significant element that goes into school discipline is the collaboration with and cooperation of parents, as stated in the Parent Agreement. We urge parents to understand the need to agree with the discipline policy of the school. Only when the school and parent come into agreement on discipline are we able to give students the stability and confidence they need to grow into whole, healed people. The basis of this understanding comes from God: We are created in His image and are capable of making good choices when we accept His plan for our lives. In Him, we live and move and have our very being.

Discipline is always based on the developmental age of students. Classroom rules and consequences are also developmentally set. Consequences are based on a "restorative justice" approach, asking the child to restore in consequences what is appropriate for the infraction.

Preschool Discipline Discipline for Preschool students is confined mostly to the classroom, although there may be times when the administrator is called in. In those instances, parents will be notified.

Grades K- 3 Discipline The flow of discipline begins first in the classroom. Using the tenets of Responsive Classroom, students, under the teacher's direction, will set classroom rules, together with consequences. There will be about 4 general, but brief rules - 5 at the most. The classroom rules will be displayed in the classroom. Using teacher language from Responsive Classroom, teachers will help the students

Discipline, Suspensions, and Cell Phones

to develop internal discipline and responsibility for their own behavior by re-directing them based on their self-created rules.

Fighting will not be tolerated at HLCLA. Teachers may not send students to the "office" until all the steps of classroom discipline have been followed and exhausted; otherwise, students will grasp that the real authority belongs to someone outside the classroom and they will not respect the authority of the classroom teacher.

School Suspensions for Grades K - 3rd: In some cases when students have been disrespectful and consultation with the parents has not been successful, that student will be placed on suspension. Parents are notified immediately via phone call, text or letter.

When a second suspension occurs, a parent conference will be scheduled. Notice will be given to parents that when students are not respecting the authority of the teacher, we will enter into an intensive counseling session in order to bring about corrective behavior of the student. The number of these sessions will be determined after consultation with the student by the school counselor.

We make the commitment to the parent that as long as parents are willing to work with the classroom teacher and respect the Parent Agreement that was signed, HLCLA will make every effort to keep students in the school. However, when parents are NOT willing to work with the teacher and school, we may have no alternative but to dismiss the student from HLCLA. We've never had this happen; student's dismissal has always been based on the parent's willingness to work with the school.

Parents should feel free to make an appointment with the child's teacher and/or the Director to discuss any concerns s/he may have.

Cell Phones Students are not permitted to use cell phones in school or on the premises. The policy is as follows.

- 1. Every morning when students step into their classrooms, they will be required to place their phones in a phone caddy with their teacher.
- 2. At the end of the school day, students will retrieve their phones from that same teacher. PHONES USE ARE STILL NOT TO BE USED UNTIL THEY LEAVE SCHOOL GROUNDS.
- 3. The first time this policy is violated, parents must come to school and have a conference with the teacher and student, and get their child's phone.
- 4. If that same student violates the policy again, he/she will be suspended 3 days and will not be allowed to bring phones to school again.
- 5. Phones used for medical reasons are exempted.

Arrival, Dismissal, and Access

PARENT INFORMATION Dropping off and Picking up Children Parents are required to drop off and pick up their children outside each day. We have instituted a new process including a "drop off and pick up line". This car line is for the safety of our walking students as well as those on the school bus and in cars. Teachers/staff will be outside to escort students in and out of the building. Please remain in your cars unless you need to pay tuition or have a scheduled meeting. In these cases, you must park on 8th Street, across the street from the school, so as not to hold up the car line. During this time, the teachers inside the building are not available for conversations "on demand" as they are monitoring your children while they travel in and out of the building. (See Appendix C) Preschool parents may walk children to their classrooms but must park in the school parking lot. Parents will use the designated Preschool door to enter and leave the school building in the mornings. Parents are allowed to enter or observe the classroom by making appointments with teachers. Kindergarten - 3rd Grade Parents are not permitted to take children to classroom. Parents are allowed to enter or observe the classroom by making appointments with teachers. Teachers will typically recognize parents of students in their classes. When they do not, teachers will require state-issued ID of the person picking up the students and ensure that the individual's name is on the emergency contact list of approved adults (over 18) to pick up that child. When the pick-up adult's name is not on the approved list, the HLCLA staff must call the parent verifying the person's name, which must be the same as on the ID. Otherwise, the child will not be released to the individual. Parents may write a note and send it to school with the child, when students must be picked up early or if they are allowing a person whose name is not on file to pick up the child. The unfamiliar pick up person must have a valid ID. School staff will process the request based on the policy in this Handbook.

Early Dismissals If you would like to pick up your children early, we ask that you call the school office/message the teacher on ClassDojo. In addition, please do not pick up your child later than 1 hour before dismissal unless there is an extreme emergency. This is to ensure that your student can complete the number of necessary days/hours for instruction required by law. It also promotes discipline and minimizes distractions throughout the school day. Please do not enter the school just before dismissal to get ahead of the car line. This is the time when the teacher is wrapping up the day, assigning homework, and giving updated instructions or reminders. Pulling a student out of class at this time severely interrupts the flow and effectiveness of end-of-day activities for your child and others. It also creates a safety hazard for the traffic forming outside the building.

Closings, Communications, and Support

Early Closings / School Closings and Emergency Alerts Parents should download the app, ClassDojo.com, on their phones or mobile devices to receive announcements. These messages may also be sent via email or texts. Please check your device regularly, especially during inclement weather. Teachers will send log-on information for this app to parents at the beginning of school. Please keep your email and text information updated. Severe weather conditions may force HLCLA to close early or close for the day. In the event of inclement weather, please tune to KYW News Radio 1060. This station will provide information for our school's early closings. Our school code is 451, the same as Chester-Upland School District for severe weather conditions only. Communications with Parents Keeping families informed is a critical part of our valued partnership with you. There are several ways that we communicate general information to parents. They are:

- Class Dojo
- Emails
- Text blasts
- Student GLOWS and GROWS
- Monthly Class Newsletters: Each teacher will send out a newsletter at the beginning of each month, including units of study, field trips, class interests, etc.
- Parent/Teacher Conferences
- Written Communications: announcements of field trips, news about the school.
- Parents' Bulletin Board
- HLCLA Emergency Plan on the Parents' Table
- Telephone, text messages, mail, and face-to-face
- Teachers and staff will return calls and messages within 24 hours. Requesting IEPs and IFSPs If your child has an IEP or an IFSP, we ask that you share it with us. We would like to assist you and your child in the best possible way to ensure success. This request will be made at enrollment to ensure that your child can receive the necessary care and help in achieving the goals stated in the plan. Your submission is optional but greatly encouraged. (See Appendix D) Based on teacher/administration's recommendation, Preschool parents are encouraged to make application to Chester Seeds if/when developmental delays or irregularities are noticed. This organization provides developmental, speech and occupational support for preschool (3-4 year- olds) students that will assess developmental deficits. Community Resources Services and programs to HLCLA are provided by the surrounding communities. The most important of these services is the team of volunteers in our gym and library programs. We provide a wealth of information to families regarding health services, nutrition, safety and child development during the school year. This information is provided through ClassDojo, our class

Registration and Student Health

newsletters, and bulletin board announcements. Should you need any additional information, please contact the school office. Application and Registration Process (See Appendix E) The Application for registration to The Herb Lusk Christian Leadership Academy must be completed by the parent/guardian of the child who wishes to enroll students in the school. This information includes the registration fee of \$100, IRS1040 form, the student's government issued ID, health records {dated less than one year}, a copy of Birth Certificate, Social Security card, immunization record and health assessment, and prior school enrollment records. Also included in the package are the emergency contact form and the health assessment form, which must be updated each year. Should your information change sooner than 6 months, please inform the front office and your child's teacher. You will be asked to update the emergency contact and waiver forms every 6 months, unless information changes sooner. It is imperative that parents keep us informed. Should we need to contact you, we will need accurate numbers at ALL times. Federal Food Program forms require parents to provide one complete month of income statements. If you receive TANF and/or SNAP, we will need you to provide your DPW compass statement with case number as well. All income must be reported. All persons receiving income who reside in your home must be reported with proof of income as well. HLCLA requires IRS 1040, government issued statement of income or Compass statements in order to set the tuition for PK - 3rd grade students and to receive state issued scholarship funds.

STUDENT HEALTH AND WELLNESS Health Appraisals and Immunization Records A child must have a current health appraisal and immunization record at enrollment and each year thereafter. All health appraisals and immunization records must be updated annually for all students. Please submit an updated immunization record each time your child receives a new one. The Director will make the decision regarding illnesses that appear in/on your child and decide if s/he should remain in school. Sick children are not permitted to come to school. Children who have a fever of 101 or higher, have loose bowels, have vomited, have a yellow discharge from their nose, or have pink eye will be sent home immediately. A child with an infectious disease will not be readmitted to school without a doctor's note. These infections below include the following:

- Conjunctivitis - No discharge; Your child may return 24 hours after treatment has begun
- Ear Infection - Your child must be fever free
- Ringworm - Your child may return 24 hours after treatment has begun
- Scarlet Fever/Strep Throat - Your child must be fever free; Your child may return 24 hours after treatment has begun

Health, Medication, Meals, and Safety

Children must remain home if he/she has the following

- A fever of 100.4 or higher
- Has vomited within the last 24 hours
- Has had untreated head lice within the last 24 hours
- Has diarrhea within the last 24 hours
- Has any undiagnosed rash If any of these conditions or illnesses occurs during the school day, you will be contacted to pick up your child from school. Your child will not be readmitted for two days. Medication Teachers/Staff may not administer medications of any kind to students. This includes Tylenol, ointments, balms and creams. If such treatment is needed, a parent will be called to come to the school to administer it. If your child uses an asthma pump, they should be trained on administering the medication. School Lunch and Federal Food Program HLCLA provides breakfast and lunch to students funded through the Federal Food Program through the Archdiocese Food Program of Philadelphia free of charge. A semi-annual form must be completed in order for your child to receive meals from this program. The program for this year will begin in September and go throughout the school year without cost to HLCLA families; however, parents must complete the required documents. Meals We provide breakfast and lunch daily. The monthly menu shall be posted on the whiteboard located by the cafeteria. We also provide healthy snacks for our students. Students should be sent with their breakfast or lunch in a lunchbox or appropriate container and remember that no soda is permitted. Parents dropping off food for their child is a distraction to the educational time and is not permitted. HLCLA is Smoke Free/ Nut Free Our school facility is smoke free. Smoking is not permitted on school premises or ground. Due to some students having a nut allergy, our school is nut free. Please do not send any items containing nut with your child.

Parties and Celebrations Parents are allowed to bring treats for birthday parties and other celebrations important to the students. We encourage parents to bring healthy treats and snacks (containing less sugar, less high fructose ingredients and less fats). Parents must notify the teacher and get approval, at least a week before this activity so that the teacher can appropriately plan. Clothing and Footwear

- HLCLA students wear school uniforms. (See Appendix F)

Uniforms, Clothing, Celebrations, and Reporting

- School Day Uniforms PK-3rd grade girls wear the burgundy and gray plaid jumper with white/grey blouse with burgundy tie, white or burgundy sox and black shoes. Shoes must have rubber soles or those that do not mar gym floor. Boys wear gray khaki pants, white/grey dress or polo shirt with burgundy tie, black shoes and white or burgundy sox. Shoes must have rubber soles or those that do not mar gym floor. Shoes may be substituted for all-black sneakers with laces.
- Gym Uniforms HLCLA gym uniforms are to be worn on Friday, gym day. Please dress your child in comfortable clothing for indoor and outdoor play. Appropriate footwear such as sneakers or other rubber soled shoes are required. Sandals are not appropriate for running and playing. During the winter months, please make sure that your child has a coat, hat, scarf, mittens, warm shoes, and socks. The children are escorted on winter walks in the neighborhood. We want to be sure that all children are dressed properly.

Change of Clothes

- Preschool and Kindergarten Young children sometimes have accidents and need a change of clothes. Please remember to bring in two seasonal changes of clothes for your child and place them in your child's locker/cubby. Please remember to include socks, underwear, and undershirts as well. Preschool Naptime Preschool students take naps from 1:15 p.m. to 2:40 p.m. each day, depending on the class. They have their own cots. You should send in a cover and a pillow if your child requires one to help him/her sleep during naptime. Please take any cover, pillow, etc., home each Friday to be laundered. Accidents We will keep a record of accidents in your child's file, should any occur. If a minor accident occurs that results in a cut or a bruise, a copy of the Incident Report will be placed in your child's file and you will be notified. If medical treatment becomes necessary, we will contact you immediately. If we are unable to reach you, we will escort your child to Crozer-Chester Medical Center. A staff member will accompany your child and take along your child's medical file. Mandated Reporters As early childhood professionals, we are required by law to report any suspected cases of child abuse. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines and will do so if conditions warrant it.

Transitions and Parent Conferences

Toys/Personal Belongings We kindly ask that students not bring toys from home. We cannot be responsible for lost or stolen toys. Also, the school is not responsible for any lost or stolen items. Please leave valuables at home.

TRANSITIONS PK to "Kindergarten Here I Come!" Preschool students become ready for a full day without a nap during the day when they are prepared. Teachers will prepare students by:

- Arranging visits to the Kindergarten class beginning the second half of the year
- Allowing for students to take an excursion around the school where Kindergarteners have classes, Gym for soccer, lunchroom, etc.
- Having lunch with the Kindergarten class
- Reading books/stories and about such transition to preschool students
- Having recess or outdoor walks together

Parent Conferences All classes have parent conferences every quarter. At the beginning of year parents are given directions on how to communicate with teachers, what is required of students for the next month and throughout the year, especially how they can help students at home by reading with them for 15 minutes every night after school. Conferences for all students, including preschool students, are required.

- Parent of preschool students get a written record of the past 9 weeks four times a year
- Students are assessed based on the PA State Early Childhood standards curriculum (Core Knowledge language Arts with math using the Everyday Math Curriculum, and teachers provide the results and discuss how parents will be able to improve the performance by following the guidelines offered by teachers - reading and discussing with students what happened in school that day. Kindergarten - 3rd Grade Parent Conferences
- Parents are required to attend conferences, if not report cards are withheld until the conference is attended
- Grades are based on the unit assessments, project assessments, homework and special projects assigned by the teacher
- Parents will be updated between conferences on students' progress, as required
- Preschool students are assessed child status reports every 6 months and Ages and Stages Questionnaires ("ASQ").

Confidentiality, Phone Calls, and Nondiscrimination

CONFIDENTIALITY All student records and other information are treated with the strictest confidentiality. Student files are maintained in the office under lock and key. Access is carefully limited. You are welcome to review your child's records at any time during normal hours of operation. Our staff may be relied upon to protect your family's private information that you provide to them. Any breach of confidentiality should be reported to the Director immediately.

PHONE CALLS Should you need to speak with your child's teacher for a non-emergency reason, please call the school and leave a message with the front office. You may also email or send a message on ClassDojo at any time. The teacher will respond within 24 hours.

STATEMENT OF NONDISCRIMINATION HLCLA admits children without regard to race, creed, gender, or national origin. Our notices of compliance with all applicable civil rights statutes are posted on the parent board.

YOUR DECISION TO CHOOSE HLCLA We are so pleased that you have chosen to enroll your child in our school! Your decision will help to successfully prepare your child for the next stages of his/her life. By choosing our facility, you are choosing a program of excellence, a safe place where students are cared for, encouraged in their own area of gifts, and loved. We look forward to partnering with you in the educational process and meeting and/or supporting your child's academic and developmental needs!

Appendix A - 2026-2027 Calendar Control

The source handbook contained a dated 2024-2025 calendar with school-specific events that cannot be responsibly shifted without administrative approval. This review edition therefore establishes the academic year and the controlling process without inventing operating dates.

Item	2026-2027 status
Academic year	2026-2027
First / last day of school	Use the official Academy calendar issued by administration.
Closures and holidays	Use the official Academy calendar; public holidays alone do not establish school closures.
Professional development	To be set by administration.
Parent conferences	To be set by administration.
Testing and school events	To be set by administration.
Emergency changes	Communicated through the Academy's approved family-notification channels.

If a family receives two documents with different dates, the most recent written notice from the Academy controls. Families should keep their contact information current so they receive changes promptly.

Appendix B - Attendance and Truancy Guidelines

Attendance and Truancy Guidelines

RE: HLCLA Truancy Reporting Policy as Required by State of Pennsylvania

The Herb Lusk Christian Leadership Academy operates under the truancy policy as set forth by the state and written by the State Board of School Directors (March 15, 2018): "[This Board] recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to address attendance issues." "The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations."

Compulsory School Attendance Requirements (Act 39, March 15, 2018)

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements. "Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. "Truant shall mean having incurred three (3) or more days of unexcused absences during the current school year by a child subject to compulsory school attendance. This is a reminder to parents to bring their children to school each day on time (by 8:15 a.m.) unless they are ill or have an emergency situation. When a student incurs 3 or 6 days of unexcused absences, HLCLA administration is required to report such absences to the Truancy Officer or his/her designee of the student's district of residence. Additionally, HLCLA school policy means that when your child is tardy three (3) days, this will count as one absence. When your child's attendance falls into this category, on each occurrence, you will receive the following notice:

Your child, _____, has now accumulated _____ unexcused absences. We are mandated to report these absences to the Truancy Officer or his/her designee of the _____ School District.

Appendix C - Arrival and Pickup Procedure

This appendix replaces the dated back-to-school memo in the source handbook with a durable procedure. Daily times and traffic routing must be confirmed against the official annual calendar and current campus signage.

- Use the designated one-way traffic pattern and follow staff directions and posted signs.
- Use only approved drop-off and pickup locations; keep bus-only areas clear.
- Students must remain with an authorized adult until released to Academy staff.
- Only persons authorized in the student's record may pick up the student; photo identification may be required.
- Notify the office in advance of an early pickup or a change in the authorized pickup plan.
- Do not enter classrooms during dismissal without an appointment; staff are supervising students and traffic.
- Late pickup charges and after-care rules are governed by the current fee schedule and family agreement.

Administration confirmation required

Before publication, insert or attach the current arrival window, dismissal time, after-care window, parking-lot diagram, bus lane, late-pickup threshold, and approved notification method.

Appendix D - IEP / IFSP Documentation

IEP & IFSP REQUEST FOR DOCUMENTATION FORM Individualized Education Plans (IEP) & Individualized Family Service Plans (IFSP)

In an effort to meet the diverse needs of the children we serve, it is important to gather as much information about the best ways to support each child. Parents are requested to inform the school of information regarding active IEPs and IFSPs, which are created by service providers in conjunction with parents to support children with special needs. These documents include all accommodations or goals that are set for a specific child. The Keystone STARS Performance Standards require each early learning provider to request copies of IFSPs and IEPs for the children in their care. We like to make this request as early as possible, which is why we include this form in the Parent Handbook.

The information found in these plans is protected by privacy laws, including but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA). Release of this information may also require us to speak with a member of the child's treatment team. Professional development regarding the best privacy practices has been extended to all of our staff members that are authorized to handle these documents.

Your child's growth and development are measured using periodic developmental assessments. If your child has an active IEP/IFSP it would be extremely beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. Providing us with this information is optional. Please complete the bottom portion of this form so that we know how to best meet the needs of our child.

Please check your response

Date _____

_____ In order to assist HLCLA in meeting my child's needs, I have decided to provide a copy of my child's IEP or IFSP. I also authorize the management team to speak with the treatment team designated for my child regarding his/her care.

_____ I have chosen not to provide a copy of my child's IEP/IFSP.

_____ My child does not have and IEP or an IFSP.

Child's name _____

Parent's printed name _____

Parent's signature _____

Appendix E - Enrollment Process

In order to process the application in an efficient manner, The Herb Lusk Christian Leadership Academy asks that parents have the following items ready for review:

- Copy of Student's Social Security Card
- Copy of Student's Birth Certificate
- The Student's Health Insurance Card
- A copy of the Parent's most recent 1040 Tax Form
- Child's most recent updated Shot Records
- Child's most recent Physical Form
- A \$100 cash, non-refundable Registration Fee (new students only)
- Completed application packet

The items listed are vital to the Student's file. The Registration fee is required of all new students of The Herb Lusk Christian Leadership Academy and is not implied acceptance to the school or any of its programs and activities.

When all of the above items are submitted, the parent will be scheduled to have an interview with the Director. This interview is required each year your child attends HLCLA.

If the student is new, a student assessment is required. It will take place with the teacher or Reading Specialist at the same time as the interview.

Appendix F - School Uniforms

SCHOOL UNIFORMS Daily School Uniform

Boys Girls

Grey/White collared shirt Grey/White Peter Pan collared blouse

Grey/White Polo shirt Grey/White turtleneck

Grey/White turtleneck Burgundy plaid jumper at the knee

Gray dress pants White or burgundy socks

Gray khaki pants White or burgundy tights

White, black or gray socks Burgundy crisscross tie

Black belt required Burgundy sweater

Burgundy tie, long or bow tie Black shoes, no sneakers

Burgundy sweater Boots - bring shoes to change into

Black shoes, no sneakers

Physical Education Uniform

Students are required to wear the Physical Education uniform ONLY on gym days, which is FRIDAY.

The Herb Lusk Christian Leadership Academy sweatshirt or T-Shirt

The Herb Lusk Christian Leadership Academy sweatpants or shorts

White or burgundy socks

Primarily white or black sneakers ONLY

Outside logos are not permitted on gym clothing or uniforms

Appendix G - School Pledge

The Herb Lusk Christian Leadership Academy Pledge

I am a Christian, born of the Spirit of God. I go to The Herb Lusk Christian Leadership Academy. This is a Kingdom school, raised up for the glory of God. Here, I will walk like, talk like, and act like Jesus.

I am empowered by His Spirit to obey my leaders And I am committed to obey the first time, every time So help me God.

I will glorify God by speaking helpful words And ministering grace to my fellow students.

I will give honor to God by being like Him in character, And in deeds in school and at home. I am an excellent student; I do excellent work. I will always work to show myself approved of God In all that I do. My homework will be done on time with the excellence He breathed into my life.

I will glory only in the Name of Jesus Christ For He is my God and I am His child, Sealed to the day of redemption.

Amen!

Acknowledgment of Receipt and Understanding

I acknowledge receipt of The Herb Lusk Christian Leadership Academy Student & Family Handbook for the 2026-2027 school year. I understand that the handbook provides general information about the Academy's policies, procedures, expectations, and family responsibilities. I understand that the Academy may revise policies as permitted by law and will communicate material changes through its approved channels.

Student name	
Parent / guardian printed name	
Parent / guardian signature	
Date	
Authorized witness (school use)	

Return this page according to the Academy's current enrollment or annual re-enrollment instructions.