



**Link to More Information!**

- Uniform Ordering Directions
- Cafeteria/Food Service
- 2025-2026 Calendar
- ...and more!

<https://tinyurl.com/4r6c52x2>

Dear Student and Parents/Guardian,

We would like to take this opportunity to welcome you to the Lancaster Lebanon IU13 Materials Handling and Logistics program at the Lancaster County Career & Technology Center, Brownstown Campus. This year we will be participating in both work-based learning and school settings designed to help you gain the skills, knowledge, and experience needed to successfully transition into a career in the materials handling and logistics industry.

Some key points and information so that we can have a successful school year are below:

1. When the upcoming school year begins, a significant amount of important forms will need to be completed. We ask that you do your best to complete these in a timely manner. You will receive a packet of information approximately the end of July or early August from the IU13. Please have your child return them as soon as possible when school begins.
2. Students are required to be in CTC uniform daily, including steel toe boots. Students must order Carolina blue shirts on the LCCTC website (we recommend a combination of t-shirts and crew neck sweatshirts), purchase navy blue work pants, and a pair of steel-toe/composite over-the-ankle work boots. Please let us know if you have any issues regarding uniforms.
3. Safety is our top priority. Students will be provided personal protective equipment including a pair of cut-resistant gloves and one pair of safety glasses. Additional safety glasses can be purchased for \$5.00 per pair.
4. Students will be required to complete an OSHA 10-hour General Industry Safety course and will have the opportunity to earn their CPR/First-Aid/AED and Forklift certifications.
5. Students may only have their cell phones during breaks, lunch, and while traveling to and from our work-based learning partnerships. All other times, cell phones must remain in the students' lockers.
6. Students will be required to complete and pass a background check and drug screen at the beginning of the school year to participate in our first work-based learning partnership.
7. Families will be provided with the Free & Reduced Lunch Application. Please complete this as soon as possible and return it to Ms. Barnick and Mr. Warden. Just a reminder that you will need to fill an application form for both CTC and your home district. Please contact your home district for the application.

Attendance is of the utmost importance in our program. Students are required to call or text our job trainers by 7:00am if they will not be attending school. If your child is absent, please make sure to either email or send in an excuse note within three (3) days. Once a student has reached three (3) unexcused absences, the IEP team will reconvene and hold a Student Attendance Improvement Plan conference.

The MHL program spends a majority of the school year in partnerships and community-based learning opportunities. Protocols are subject to change at a moment's notice, and we will follow our industry partner's protocol.

We are looking forward to having you in our class and will do our very best to help make your year with us both rewarding and successful.

With warmest regards,

Carl Warden - [cwarden@lancasterctc.edu](mailto:cwarden@lancasterctc.edu) or by calling (717) 859 - 5100 ext. 5170

Sara Barnick - [sara\\_barnick@iu13.org](mailto:sara_barnick@iu13.org) or by calling (717) 859 - 5100 ext. 5191

Mourad Senbel- [mourad\\_senbel@iu13.org](mailto:mourad_senbel@iu13.org) or by calling (717) 859 - 5100 ext. 5189

Jennifer Pfeiffer - [jennifer\\_pfeiffer@iu13.org](mailto:jennifer_pfeiffer@iu13.org) - or by calling (717) 859 - 5100 ext. 5189

#### **BROWNSTOWN CAMPUS**

231 Snyder Road, Ephrata, PA 17522\* office: 717.859.5100