

May 2026

Dear Student and Parent/Guardian:

Welcome to the Baking and Pastry Arts Program at the Lancaster County Career & Technology Center (CTC), Mount Joy Campus. Baking and Pastry Arts is a rewarding profession. Throughout the year, the baking students will be exposed to a range of career-focused experiences. The goal for the entire class is to provide technical training and prepare each student to secure and maintain a professional position in the baking and pastry industry. Our program is accredited by the American Culinary Federation (ACF), and students may receive postsecondary credit upon successful completion. I hope you will take full advantage of all the educational opportunities that are available to you.

In order to adhere to the Pennsylvania Food Code and maintain a safe and productive environment, a dress code and lab policies are enforced. Acrylic nails, nail polish, false eyelashes, and jewelry, including tongue rings, are not permitted. Additional safety rules will be discussed and practiced by all students. If students are not in compliance with program guidelines, they will not be able to participate in regular lab activities. After Labor Day break, students will be instructed in safe food handling utilizing the ServSafe program and will have the opportunity to receive their ServSafe certification. All books, including the ServSafe book, with one exam, will be provided by the CTC.

As part of the training process, we work on developing employability skills and professionalism, including proper industry attire. Each student will arrive for class in a clean uniform daily. Beginning on the second day of school, students are required to wear the full uniform. The uniform package must be purchased through the Fully Promoted Uniform Center. Uniforms will be embroidered with the student's name, school logo, and ACF logo. Please see the attached information for uniform pricing and the ordering process. **Uniforms need to be ordered before July 1st** to ensure that they are ready for the start of the school year. At the time of ordering, all uniforms must be paid in full by cash, check, money order, or credit card to Fully Promoted Uniform Center. Uniforms are delivered to the CTC and distributed on the first day of school. On the first day of school, students may wear school-appropriate street clothes.

If you, or your parents/guardian, have any questions or concerns, please feel free to e-mail me. I will be happy to answer any questions via email, phone, or virtually via Teams upon email request. I will check my email periodically throughout the summer. I am looking forward to having you in class and hope that you have an enjoyable summer.

Sincerely,

Rosemarie Barbour

Rosemarie Barbour
Baking & Pastry Arts Instructor
rbarbour@lancasterctc.edu

**Link to More
Information!**



Mount Joy CTC

Culinary Center Uniform Policies

Kitchens

1. White chef's jacket – plain, no decorations, cleaned and pressed, fully buttoned, with your name embroidered on it.
2. Black chef's pants, from uniform package- no substitutions - pulled up to waist.
3. White apron.
4. Black socks – no nylon stockings.
5. Black shoes – from uniform package.
6. White shirt under chef's jacket – decals must not be visible through chef jacket (no hoodies. No sleeves extending beyond the chef jacket).
7. Chef's hat must be worn at all times in the lab area. All hair under hat – no bangs.
8. Jewelry is not permitted, except for a plain wedding band if married.
9. Facial adornment jewelry, including tongue rings, is not permitted.
10. Facial hair (mustaches and beards) must be trimmed and well-groomed OR YOU MUST WEAR A BEARD NET.
11. No False eyelashes.
12. Nail polish and acrylic nails are **not permitted**. Nails must be clean and trimmed.
13. Students must meet industry standards of personal hygiene.
14. Students must have a writing utensil each day.

Dining Room

1. Black dress shirt – cleaned, **pressed**, tucked in and buttoned up.
2. Undershirts may be white or black.
3. Tie – must be all black and tied.
4. Black chef's pants – hemmed, no roll ups.
5. Black server apron – cleaned.
6. Black shoes - tied (if applicable) and clean.
7. Black socks – no nylon stockings.
8. Jewelry is not permitted – except for a plain wedding band if married.
9. Facial adornment jewelry is not permitted.
10. Gentlemen must be clean shaven.
11. Nail polish and acrylic nails are not permitted. Nails must be clean and trimmed.
12. Hair must be a natural color (no blues, purples, pinks...), and groomed to industry standards.
13. Students must meet industry standards of personal hygiene.
14. Students must have a writing utensil each day.
15. Students may not wear makeup except for natural colors, no extreme looks.

I have read this policy and I understand that my failure to comply with the policy will result in my denied entrance to the lab.

LCCTC Cell Phone & Electronics Policy

- Cell phones being used during school time are a huge distraction and take away from the scheduled learning time of the students.
- Cell phone use is strictly prohibited during class hours without instructor consent.
- No personal electronic devices (mp3, I-pods, earbuds, etc.) are permitted.
- Students will be allowed to utilize their cell phones during their lunch break every day.
- If a cell phone is seen or heard by instructor, it will be taken by the instructor and stored in instructor's desk until the end of the day.
- If a cell phone is seen or heard by instructor a second time, it will be taken by the instructor and given to the front office until the end of the day. Student must go to the office at the end of the day to retrieve it.
- If a cell phone is seen or heard by instructor a third time, it will be taken by the instructor and given to the front office until the end of the day. Since this is now the third cell phone infraction, parent/guardian of student will then need to come to campus to retrieve the phone BEFORE 3:00 pm. (Offices close at 3pm). If phone is not retrieved by 3:00 p.m. it will remain in the office overnight and student may retrieve it the next school day.
- All violations to the LCCTC Cell Phone & Electronics Policy will result in student accumulating discipline referrals, as well as incurring a reduction in the daily work ethics grade for each cell phone infraction.
- Let's not ruin anyone's day by having your phones out. If an emergency comes up, the office is to be contacted. A support system is in place to retrieve the student from class and handle the situation. The office can be contacted at 717-653-3000.