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This family handbook was developed to answer many of the commonly asked questions that families may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. This handbook supersedes all prior handbooks and other written statements regarding any items in this handbook.

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This handbook may be edited and revised to reflect new information. In the event of health and safety changes, we will email and update the book on our website.

HOLY CHILD ACADEMY

Mission Statement

Holy Child Academy (HCA) is an independent, Catholic school for boys and girls of all faiths. In an environment of trust and respect, HCA lays the foundation for a lifetime of excellence, achievement, and service.

Part of an international network of schools inspired by the vision and ideals of educator Cornelia Connelly, HCA is a joyful community that prepares students to thrive in an increasingly complex and interconnected world.

Philosophy

Holy Child Academy (HCA) recognizes the individual gifts and talents of each child. It is committed to a program that engages students at every stage of their emotional, intellectual, moral, physical, social, and spiritual development. HCA promotes personal responsibility, community service, and an appreciation of diversity, while inspiring students to shape the future with a joyful spirit and creative optimism.

HCA Student Pledge

Students recite the Holy Child Academy pledge each day, reminding themselves of their responsibility to abide by these shared goals and standards of behavior.

Remembering that I am in the presence of God, I respect myself and my classmates who are made in the same image and likeness of God. I pledge:

- to treat others with kindness, compassion and understanding
- to use positive words when speaking of my classmates
- to accept responsibility for my behavior and its results
- to respect and treat others as I want them to treat me, and
- to strive to be the best person God has created me to be

I will reach out to include others through my actions and words. This is my promise to Holy Child, my neighborhood, and myself.

NETWORK OF HOLY CHILD SCHOOLS

Holy Child Academy (HCA) is part of a worldwide community of educators and a network of schools in the United States. Those schools include the following:

Connelly School of the Holy Child
— Potomac, Maryland

Holy Child Academy
— Drexel Hill, Pennsylvania

Cornelia Connelly Center for Education
— New York, New York

Mayfield Junior School of the Holy Child
— Pasadena, California

Mayfield Senior School of the Holy Child
— Pasadena, California

Oak Knoll School of the Holy Child
— Summit, New Jersey

Holy Child Academy
— Old Westbury, New York

Holy Child School at Rosemont
— Rosemont, Pennsylvania

School of the Holy Child
— Rye, New York

GOALS FOR HOLY CHILD SCHOOLS

Grounded in a 150-year heritage and influenced by the unique challenge of educating children for the 21st century, the goals of the Holy Child Schools heed Cornelia Connelly's principles to provide an education that "meets the wants of the age."

Goal 1

Holy Child Schools foster a faith commitment that engenders a joyous personal relationship with God in addressing the challenges of the world.

Goal 2

Holy Child Schools live, learn, and worship as a dynamic Christian community.

Goal 3

Holy Child Schools offer an intellectually challenging and creative program of study that develops a love of learning and academic excellence.

Goal 4

Holy Child Schools work for Christian principles of justice, peace, and compassion in every facet of life.

Goal 5

Holy Child Schools create a learning climate based on trust and reverence for the dignity and uniqueness of each person.

Goal 6

Holy Child Schools promote the personal growth and development of all who participate in the life of the school.

Goal 7

Holy Child Schools ensure the continuation and growth of the Holy Child mission and philosophy.

The trustees, administrators, faculty, and staff commit themselves to educate by these principles and to lead students to embrace these values for themselves.

FACULTY AND STAFF

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SCHOOL PROCEDURES

School Day Information

Any changes to the regular school hours will be posted on the HCA website:

www.holychildacademy.com.

School Hours

School Day: 7:55 a.m. - 3:00 p.m.

Nursery, Pre-K and Kindergarten half-day students: 7:55 a.m.-11:30 a.m.

Morning Arrival

All students will need to wear masks when entering the school. Students are to arrive at school by 7:50 a.m.; the academic day begins at 7:55 a.m. Students may arrive between 7:30 a.m. and 7:50 a.m.

- All students will enter through the Penn Avenue doors.

School staff will check to see if each student's parents have completed their daily screening through Pick Up Patrol. Students who have been cleared by the screening can enter the building. Students will not be permitted to class until parents are contacted and the screening is complete.

Lateness to School

It is important that students begin the school day by reporting on time. Excessive absences and tardiness impede a student's ability to learn. If students arrive after 7:55 a.m., they must enter through the Shadeland Avenue entrance and report to the main office.

If a child will be tardy or absent, parents/ guardians should contact the school by email trichards@holychildacademy.com or call **610-259-2712**.

SCHOOL PROCEDURES

Prayers/Announcements

It is important that students be present in their homerooms at 7:55 a.m. for morning announcements and prayers. Morning announcements are conducted via a student-led daily broadcast which is played in each classroom. Information about upcoming events, school-wide projects, sports activities, and other celebrations are included. In addition, students recite the Pledge of Allegiance, the Holy Child Academy Pledge, and the prayers which will guide the school community throughout the day. At 3:00 p.m., additional announcements and a closing prayer for the day are shared by students before all depart the school.

Schedule

HCA operates on a six-day rotating schedule to ensure consistency and provide flexibility. Days are identified on the school calendar, labeled 1, 2, 3, 4, 5, and 6.

Parents and students should pay careful attention to the days in the cycle as opposed to being focused on the day of the week. For example, students should come to school in their gym uniforms on days when they have physical education; however, physical education classes are scheduled on rotation days (e.g., "Day 4") instead of on a particular day of the week.

School days when traditional classes are suspended are labeled "Day Zero" on the school calendar. Download the Holiday Calendar [here](#).

SCHOOL PROCEDURES

Afternoon Dismissal

Dismissal for all students begins at 3:05 p.m. Students are dismissed from three locations: Penn Avenue parking lot doors, Penn Avenue lobby doors, and Shadeland Avenue main entrance.

At 3:20 p.m., students who have not been picked up will be escorted to *HCA Plus*, the school's aftercare program. For information about rates and availability of this program, visit www.holychildacademy.com/HCAPlus.

Dismissal

- Students will be dismissed from their classrooms.
- The Lower School and Middle School students will be dismissed to the Shadeland Avenue circle.
- The Early Childhood students and siblings will be dismissed to the Penn Avenue lot. Parents should park in a semi-circle in the lot and will be asked to put their children in their car.
- If LS and MS families want to meet their child/ren at the entrance door, they should park in the Shadeland Avenue lot.
- Teachers/ runners will bring child/ren to the family's car. Please display the family's car ID.

Bus Riders: Penn Avenue

- Students will board buses from the Penn Avenue lobby doors.
- A teacher will monitor bus arrivals, student boarding, and bus departures.
- If a student does not ride a bus home on a given day, parents or guardians must inform their school district's transportation department and also notify the main office.
- Bus riders are required to follow the rules and regulations set forth by their school district.
- Infractions of bus rules will result in detention, loss of bus privileges, or in-school suspension.

Half-day Dismissal - Early Childhood half-day students will meet their parents at the Shadeland avenue doors for dismissal. Parents who wish to pick up their students in the middle of the school day for reasons such as appointments should notify the main office in advance (610-259-2712). When arriving to pick up students, parents should come to the main entrance on Shadeland Avenue and notify the main office. **Parents can also use the Pick Up Patrol app to notify teachers and staff about the early dismissal.**

SCHOOL PROCEDURES

HCA Plus Program

HCA Plus is an after-school enrichment program featuring planned activities and projects. All students are eligible to enroll in the program. For costs and more information view [here](#).

- Families have the option to register for early or full afternoon pick-up. Early pick up **3:20-4:30 p.m.**, Afternoon **4:30-6:00 p.m.**
- Weather permitting, Outdoor space will be maximized during HCA Plus.

Inclement Weather: If school is closed for the day, the HCA Plus program also will be closed. In the event of inclement weather during school hours, the director will contact all parents via phone and group text.

Drop-ins will be permitted with advance notice and must be approved by Plus Director, Andrea Devenney - adevenney@holychildacademy.com.

Plus Dismissal - When parents arrive for pickup, they should come to the main entrance on Shadeland Ave and park in the semi-circle. Parents should text **267-449-3983** to alert staff of pickup.

SCHOOL PROCEDURES

Dismissal from After-School Activities

- Students involved in sports activities will be dismissed from the Penn Avenue parking lot.
- Dismissal from other after-school activities will be coordinated by the moderator of the activity.

Attendance Policies

School attendance is crucial to a student's academic success. Excessive absences and tardiness affect the student's ability to learn and to participate in the community.

Absence

- When a student is absent, parents or guardians are required to notify the school before 8:00 a.m. by phone at **610-259-2712** or by email to trichards@holychildacademy.com and copy the student's homeroom teacher.
- If a child is absent for three or more consecutive school days, a physician's note must be submitted to the school and approved by the school nurse prior to their return.
- In the event that a child must leave school for a medical appointment or similar necessity, an email must be sent to the school by the parent or guardian.

Students who answer yes to any questions on the Pick Up Patrol daily healthy screenings should remain home, notify the main office, and contact the school nurse Ms. Judy Kurland at nurse@holychildacademy.com.

Family Trips/ Vacations

While the school recognizes the value of family time and trips, Holy Child Academy encourages parents and families to schedule trips to coincide with the school calendar posted on the website. If a student must miss school for an extended period, parents must notify the school in advance of a pending absence. The teacher will make arrangements with the student to complete coursework, homework, assignments, and tests in a timely manner.

SCHOOL PROCEDURES

Inclement Weather/ Emergency Notifications

If unanticipated inclement weather or other emergencies require school to close early, an **AMG alert** will be sent to all families and the announcement will be posted on the website and on all social media sites. Parents should expect to pick up their students at the early dismissal time. If they are unable to do so, they should contact the main office **610-259-2712** as soon as possible.

- Information will be posted on the website (www.holychildacademy.com) and on social media.
- HCA's inclement weather number is **508**.
- Please listen to or check the websites of KYW News Radio 1060, watch and check the websites and/or the TV announcements of FOX Philadelphia News TV29, WPVI TV6, CBS TV 3, or NBC TV 10 for school closing information.
- If the weather requires a prolonged closure and a transition to remote learning, we will notify families in advance.
- New families will be sent information at the beginning of the school year to sign up for **AMG alert**.

To facilitate effective communication during inclement weather or other emergencies, it is imperative that parents keep the school's main office supplied with the most current emergency contact information.

Two-Hour Delay

If a "two-hour delay" is announced, the school building will open and staff will be present to welcome students beginning at 9:30 a.m. The school day and classes will begin at 9:55 a.m. Normal arrival locations and procedures will apply. On these occasions, parents should monitor announcements throughout the early morning in case conditions change and a full-day closure is warranted.

Bus Students

Occasionally, public school districts make decisions to send busses early. HCA does not control these decisions but will contact the parents of students involved immediately to determine whether or not the student should be allowed to take the bus or wait to be picked up by a parent.

SCHOOL PROCEDURES

Recess

- Students are provided with a morning and lunch recess everyday.
- Recess is held outside when weather permits, and provides students with the opportunity to exercise and socialize with peers.
- Parents should provide a healthy snack to eat during morning recess.

Food Policies and Procedures

All students will be required to bring a refillable water bottle to school. In place of traditional water fountains, students and staff will use touchless refillable water stations.

Lunch

- Two lunch periods are scheduled for students: 11:30 a.m.-12 p.m. (early childhood) and 12-12:25 p.m. (lower and middle school).
- Students in Nursery 3 through 4th grade will eat in the cafeteria during their scheduled shifts. Middle school students will eat lunch in the MPR.
- Students in Nursery 2 will begin the school year having lunch in their classroom and will move to the cafeteria when ready.
- Please note that students in early childhood and lower school will not have access to a microwave.
- If you would like to send your student to school with a hot lunch, please use a thermos.

Food Allergies

Holy Child Academy strives to provide a safe environment for students with food allergies. The early childhood program is entirely peanut and tree-nut free, and the school requests that EC families not send any peanut or tree nut products for lunch or snacks. Holy Child Academy appreciates cooperation from families and their exclusion of foods that pose a potentially, life-threatening allergic reaction. At the start of the school year, a list of all students with allergies is distributed to faculty and staff. Teachers are educated annually on the possible signs, symptoms, and treatments of possible allergic reactions.

CODE OF CONDUCT

The school community consistently provides an environment where children can learn and grow in a safe and secure setting. Students must abide by the school's code of conduct and disciplinary policies, which help them make responsible decisions.

Families are encouraged to remind children of the values and guidelines for good behavior at school. Every family is asked to sign and acknowledge that they have read and understood the HCA Code of Conduct and the rules and regulations put forth in this handbook.

All students are expected to:

- Behave in a manner that is honest and trustworthy;
- Show respect for all community members;
- Be polite and considerate of others;
- Show a positive attitude toward school and learning;
- Show respect for school procedures, rules, property, and safety;
- Take pride in the school environment by maintaining cleanliness and order, and by not taking any action that could damage school property, including the prohibition against chewing gum on school premises at all times.

Fourth through eighth-grade students who violate the code of conduct will receive a warning. Three warnings will result in after-school detention. Parents/guardians will be notified if a detention is issued. The extreme steps of in-house suspension or expulsion may be taken when a very serious offense or a consistent disregard for school regulations occurs. A student who consistently violates the code of conduct or other disciplinary policies and is unable to honor the school's values may be asked to discontinue his or her education at HCA.

SAFETY AND WELL-BEING

In addition to expecting all HCA students to abide by the code of conduct, there are actions and behaviors that are expressly forbidden and will result in specific consequences. These include harassment and bullying, the use of controlled substances, and possession of weapons on school property.

Harassment/ Bullying Policy

No student may exhibit inappropriate behavior, either verbal or physical, that disregards the self esteem of others. This includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or expressions (spoken, written, or communicated electronically through texts or other means), or discriminatory remarks that occur between two individuals or groups of individuals.

Substance Abuse Policy

No student may use, possess, sell, or distribute alcohol, drugs, or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school sponsored events. The terms “alcohol, drugs, and other substances” refer to substances including alcohol, all forms of tobacco, inhaled substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, opioids, and steroids. The inappropriate and/or illegal use of prescription and over-the-counter drugs is prohibited. Prescription medication shall be allowed only under the supervision of school personnel, with written orders from a physician and parent or guardian.

Weapon Policy

No student may threaten to use or have in his/her possession a weapon on school grounds or at school-sponsored events. The term “weapon” refers to items (authentic or toy) including but not limited to: guns, cigarette lighters, knives, penknives, letter openers, or any instrument, which could cause harm to another.

Drills

- HCA holds regular fire, tornado, lockdown and shelter-in-place drills.
- Drill directions are posted in every room in the school.
- Some emergency practice drills require the children and school personnel to exit the building and gather at designated locations.

HCA works closely with the Upper Darby Police Department and the Upper Darby Fire Department to develop these drills based on the most up-to-date guidance from law enforcement and first responders. Officers from both departments regularly observe announced and unannounced drills to ensure that the most effective protocols and policies are being observed.

POLICY FOR TECHNOLOGY

Internet Usage Policy

The Internet offers valuable resources for both students and teachers and promotes communication, research, and creativity.

- Families will receive the Digital Citizenship Agreement at the beginning of the school year.
- Students and their parents or guardians must read and sign the agreement.
- Only students with a signed contract will be permitted to use the HCA Network and Internet connection.

Cell Phones and Electronics

Holy Child Academy is committed to safeguarding the privacy of all adults and children in the school.

Students will receive the cell phone policy at the beginning of the school year. If parents or guardians have signed the cell phone policy, students may carry a cell phone to school. The following applies to cell phone usage:

- Calling or texting during school hours is not permitted.
- A cell phone is to be turned off when entering the building during the school day and placed in the basket in homeroom.
- Cell phones will be returned at the end of each day after prayers.
- Students are not permitted to use their cell phones, or other devices, to take photos or movies of students, faculty, or staff, unless supervised by a teacher.
- Students are not permitted to bring video games, iPads, apple watches, laser pointers, or any other electronic devices or toys to school.

Google Classroom

Students in nursery 3 through eighth grade can access Google Classroom by finding the Google Classroom icon by clicking the 9 small dots at the top right of the Gmail page. Any teachers who instruct your child will have created a classroom page where assignments, videos, web page links, etc. can be found. Each student will be emailed a classroom code to enter each of the virtual classrooms.

DIGITAL CITIZEN AGREEMENT

1. **Respect Yourself** - I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be unkind.



2. **Protect Yourself** - I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

3. **Respect Others** - I will show respect to others. I will not use electronic media to harass or stalk others. I will show respect for others in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter others' private spaces or areas.

4. **Protect Others** - I will protect others by reporting abuse, by not forwarding inappropriate materials or communications, and by not visiting sites that are degrading, pornographic, racist or inappropriate.

5. **Respect Intellectual Property** - I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property** - I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

COMMUNICATIONS

Open communication is the key to building a successful relationship between home and school.

Website

The Holy Child Academy website, www.holychildacademy.com, provides information on academic, extracurricular activities, and special events. The parent portal is accessible via the Parent link at the top left of the website. This is where parents can view the parent directory and other important school documents.

All parents must be registered on AMG Alerts in order to be notified of any school closings or delays due to inclement weather or emergencies. This system allows notifications to be made via text, email, or phone messages. For more information, contact Tricia Richards at trichards@holychildacademy.com.

Emergency Forms

It is important that any changes in parent's or guardian's home, cell, or work telephone numbers; email addresses; home address; or emergency contact information be reported to the main office.

Email

Holy Child Academy relies on electronic communications to communicate with families. The weekly email newsletter, "Happenings" is published on Friday afternoons and will keep families up to date on-campus events including links to photos of recent activities and blog posts from each teacher. If a family's email address has changed or if a family is not receiving emails at the beginning of the school year, please share a current email address with Tricia Richards at trichards@holychildacademy.com.

News and Social Media

For the latest news and events, follow HCA on social media - [Facebook](#) and [Instagram](#).

BUSINESS OFFICE

The business office is available by email or phone to help with any questions or concerns regarding tuition and financial aid.

Hours: **Monday - Friday 10:00 a.m. - 2:00 p.m.**

Phone: **610-259-2712**

Email: business@holychildacademy.com

Student Services for Financial Aid

HCA is a member of the School and Student Services (SSS) for Financial Aid, which assists independent schools in determining a family's financial needs. The Report of Family Contribution, computed by SSS is reviewed by the Financial Aid Committee and serves as a guideline in making financial aid decisions. The report does not bind any school to any specific award. Any family with children attending or planning to attend Pre-Kindergarten through Grade Eight may apply for aid.

Financial information from both responsible parents or guardians is required when filing for financial aid. Financial aid applications can be found [here](#) and parents may file for financial aid after January 1st of the prospective school year.

Holy Child SSS Code Number: **7204**

In addition to the SSS online filing for financial aid, applicants must provide HCA with the following information:

- A signed copy of the parent's or guardian's most recent IRS 1040 tax form
- A copy of each parent's W2

Grants will be based on financial need and the timeliness of application.

IMPORTANT: While FACTS is our tuition management system, we do **NOT** use FACTS for financial aid. Instead, we use **SSS by NAIS**.

Re-Enrollment

Re-enrollment begins every January of the prospective year. Each family will be sent a re-enrollment contract to be signed and returned to hold the child's spot for the next school year by the February deadline. If your child is not re-enrolled by the February deadline, there may be a risk of losing his/her space in the class.

Tuition Payment and Collection Policy

Information regarding our payment schedule can be found on our website or by clicking [here](#).

DIVERSITY & INCLUSION

Grounded in our mission of mutual trust and respect, Holy Child Academy is committed to fostering an environment in which every child, family, and staff member feels seen, heard, included, celebrated, treated justly, and loved. At HCA, our students and families represent a wide spectrum of cultures, identities, and backgrounds. This diversity allows our students, faculty, and community members to better understand and respect different experiences and helps us fulfill our vision of having our students go forth to shape a better world.

Among HCA's key diversity initiatives is the celebration of national heritage months such as Hispanic-Latino Heritage Month in September, Black History Month in February, and Women's History Month in March. Heritage months present opportunities to enhance and enrich curricular work and are also recognized in educational hallway displays, special assemblies, through guest speakers, and in the prayers and profiles highlighted in the daily morning broadcast.

Beginning in the 2019-2020 school year, Holy Child convened a Diversity Task Force which helps teachers determine how best to incorporate diverse perspectives into their classrooms in ways that are appropriate to the student's age and the subject area. The Task Force also facilitates ongoing professional development and assigns recommended faculty reading on issues of diversity, equity, and inclusion in education.

The **Parent Diversity and Inclusion Committee** is a volunteer group of current Holy Child parents and guardians who meet throughout the school year to discuss resources and ideas aimed at helping the Holy Child community fully realize its commitment to seeing the uniqueness and beauty of each individual, honoring the dignity of each person, and regarding each other with respect and empathy.

Family members who are interested in learning more about The Diversity and Inclusion Committee - or have questions or ideas about diversity and inclusion at Holy Child Academy, should contact **Julie Myers** at jmyers@holychildacademy.com.

STUDENT LIFE

Faith Life

Holy Child Academy is proud of its independent, Catholic mission and its commitment to students of all faiths. As part of an international network of schools inspired by the vision and ideals of educator Cornelia Connelly, the faculty and staff are committed to supporting and encouraging the intellectual, moral, physical, social, and spiritual development of each student, while promoting personal responsibility, community service, and an appreciation of diversity. The faith life of an HCA student is expressed through prayer, through study, through sacraments, and through service.

Liturgies and Prayer Services

Students learn to prepare and participate in Catholic Mass and prayer services which are held frequently throughout the year. These liturgical events give the students a deeper understanding of scripture, prayer, sacred music, and symbols, and they provide an opportunity for all to grow as a Christian community. Liturgies and prayer services mark important events in the liturgical calendar such as holy days of obligation, and liturgical seasons such as Advent and Lent.

Typically, a class of students will be assigned to plan and lead a Mass or prayer service, guided by their teacher and the Director of Religious Education. During the 2021-2022 school year, these celebrations will be led by a small number of students, observing social distancing guidelines. When possible, these celebrations will be live-streamed so that all other members of the HCA community can participate.

Sacrament Preparation

First Reconciliation and First Eucharist

The religious education curriculum for all second-grade students is focused on the core messages of the Catholic faith - redemption, healing, and sustenance of our Christian community through the sacraments of First Reconciliation and First Communion.

Throughout the year, there will be several special events and activities including an evening of reflection for all parents, the celebration of First Reconciliation, typically held in the winter, and the celebration of First Eucharist, typically held in May.

STUDENT LIFE

Sacrament Preparation cont.

First Reconciliation and First Eucharist cont.

The lessons around First Reconciliation, sometimes called First Confession or First Penance, help children understand the value of making choices guided by the Ten Commandments and Jesus' Great Commandment to love God and one another. Reconciliation is a celebration of the fact that God loves and forgives us even when we don't live up to those ideals. First Eucharist, also called First Holy Communion, helps us experience God's presence in a special way. The lessons help all children learn about how precious it is to be united with God and one another.

All children in second grade- whether or not they will be receiving the Catholic sacraments - will participate in these special activities, and all parents will be welcomed and encouraged to participate in the evening of reflection and the two religious ceremonies.

Confirmation

The religious education curriculum for all fifth-grade students is focused on preparation for the sacrament of Confirmation. Building on the promises made by a child's parents at Baptism, and nourished by the Holy Eucharist, Confirmation completes the process of initiation into the Christian community. Students explore what it means to accept responsibility for living a life based on their faith.

Since the sacrament can only be bestowed by a Bishop, the sacrament itself is not celebrated at HCA. Instead, families must make arrangements for their students to receive Confirmation through their parishes. The Director of Religious Education will assist all interested parents in the process of coordinating with parishes and providing assurances that HCA students have been formally prepared to receive the sacrament.

Service Learning

All HCA students learn the importance of service to others which is at the core of our faith-based mission. At the start of the school year, each class is paired with a partner community organization. Students provide resources throughout the year, based on the needs of the partner organizations. Families may be asked to support their students in these activities which may include collections of food or clothing, recording video messages, letter writing, or other acts of service.

STUDENT LIFE - TRADITIONS

Celebrating traditions is a favorite part of life within the HCA Community. Listed below are some of the school-wide traditions that are typically held in a normal school year:

School-Wide

- Welcome Back Picnic
- Opening Liturgy - Student Leadership Induction
- Halloween Mission Party
- Prayer services facilitated by each grade level
- Christmas Festivities by Student Council
- St. Nicholas Day
- Field Day
- Step Up Ceremony
- Planting Day to prepare for the Organic Garden
- Book Fair
- Grandparents' Day
- Blessing of the Animals
- Cornelia Connelly Founder's Day
- Services Partners by grade
- Community Time
- Mothers' Dinner
- School-wide Families - groups of students from various grades assigned to an 8th grade leader.

Early Childhood

- Christmas Nativity
- Early Childhood Celebration
- Service drives
- EC story time
- St. Patrick's Day shenanigans
- End of year picnic
- Kindergarten: Polar Express, read-aloud to EC students, pet unit
- Pre-K: show and tell, mail unit
- Charlie Brown Thanksgiving Celebration

Lower School

- Annual Christmas Show (3rd Grade stars of show, 4th Grade narrators of Nativity)
- Lower School Spring Thematic Unit - Space, Rain Forest, Dinosaurs, Oceans
- End of the year bowling party
- Breakfast with the Queen - 4th Grade BFG unit

Middle School

- Thanksgiving breakfast
- Mini-courses
- 8th grade - Zip-lining
- Science Fair - 6th through 8th grade
- 7th/8th grade dance
- Father/Daughter Dance
- Alumni Induction Luncheon
- College Settlement Field Trip - 5th/8th grade
- Echo Hill Field Trip - 7th grade
- New York Trip - 8th grade

STUDENT LIFE - MUSIC

Music and the performing arts are critical components of a Holy Child Academy education. Students in nursery 2 through 8th grade have music class multiple times per rotation. In early childhood, students develop an appreciation for various types of musical instruments. Throughout lower and middle school, students learn how to read, write and play music. In the 7th and 8th grade music class, students participate in the handbell choir.

Opportunities to explore the arts extend beyond the classroom at HCA, with individual lessons, performance groups, field trips, and the school show.

Performance Groups

- Junior and Senior Choir - 2nd Grade through 8th Grade
- Handbell Choir - 7th & 8th Grade
- Concert Band - Middle School
- Jazz Band - Middle School
- Rock Band - Lower & Middle School
- String Ensemble - Lower & Middle School

Performance Events

- Liturgies and Prayer Services
- Early Childhood and Lower School Christmas Gala
- Christmas and Spring Concerts
- School Musical
- One-Act Plays
- Piano, Violin and Guitar Recitals

Holy Child Academy also receives invitations to perform at off-site locations throughout the year.

Private Music Lessons

Holy Child Academy offers private lessons in several instruments including guitar, piano, and violin. Accomplished music teachers instruct students in the school's music studios. Contact Patty Brown, Director of Music, with any questions at pbrown@holychildacademy.com.

STUDENT LIFE

Student Council

Student Council members are voted into their positions by the Middle School student body.

- Students in Grade 8 serve as president and vice-president.
- Students in Grades 5-7 may serve as class representatives.
- Candidates have the opportunity to campaign for one week.
- Student elections are held in September.
- Student Council meetings may be held after-school.

Student Council representatives develop and model leadership and a commitment to service for the school. They also organize and execute various school related activities during the year. Student Council representatives may also assist as tour guides during Open House and Twilight Tour events.

Student Ambassadors

Faculty and staff select students from Grades 7-8 to serve as Student Ambassadors. Ambassadors assist as tour guides during Open House and Twilight Tour events and represent HCA at selected activities on and off campus. Ambassadors will also be given the responsibility of ensuring that new students feel welcome at Holy Child Academy.

Safety Patrol

Students in Grades 7-8 may join the Safety Patrol. The Safety Patrol is responsible for helping to execute dismissal each afternoon. Their duties also include setting an example of cooperation, dependability, and safety to the student body.

Service Aides

Seventh grade students have the opportunity to act as Service Aides. Service Aides assist with classroom clean up at dismissal throughout the school. Students are assigned to one teacher for the entire school year. The Service Aide program allows our students to make an impact in classrooms throughout the school and emphasizes the feeling of community at HCA.

STUDENT LIFE

Educational Field Trips

Field trips are fun and memorable academic activities for students, designed to complement the curriculum. Students are expected to participate in all class field trips.

The classroom teacher will notify the parents of the upcoming field trip. In order for a student to participate in any field trip, a signed parent/guardian permission slip is required and an emergency form must be on file in the main office. If the signed permission slip has not been returned to the teacher before the day of the trip, the student will be unable to participate.

Field trips are opportunities to reinforce the curriculum and deepen students' understanding of topics they are learning about. On these trips, students are able to see connections between what is happening in the classroom and the "real world."

Birthday Parties

Children's birthday celebrations may be shared with classmates after arrangements are made with the child's teacher. Edible birthday treats are permitted in individually wrapped packaging. We also welcome other creative ways to celebrate a student's birthday such as stickers, erasers, parent book reading via zoom or recording, etc.

Parties outside of school: While teachers and administrators realize that it can be economically challenging for parents or guardians to include a child's entire class at a party outside of school, parents should be sensitive to the feelings of all children in the class and do not distribute party invitations at school unless every child in the class is invited.

Lost and Found

All items found on school property are to be sent to the main office. The HCA lost and found is located in the main stairwell to the cafeteria.

STUDENT LIFE

Homework

The role of homework is to reinforce the lessons learned in the classroom. Students begin their experience with homework in the Kindergarten classroom with assignments once a week. Specific homework requirements will be shared with parents at Back to School night, held at the beginning of the school year.

In Lower School, students are given nightly homework to reinforce concepts previously taught in the classroom. Depending on grade level, students are expected to complete spelling, reading, and math homework on a daily basis. In first and second grade, homework emphasizes word study and fluency in reading and math facts. In third and fourth grades, students also learn how to schedule a time to complete long-term projects and study for content area tests.

In Middle School, students are expected to review the lessons they learned that day. At this level, students should be working independently on their homework. Students will continue to work on time management with long-term projects. Middle school students should give their homework careful consideration in the evening, but should not be spending more than 60-90 minutes in a typical night.

Academics/ Conferences/ Report Cards

Holy Child Academy's academic year is divided into four quarters that end in November, January, March, and June. Report cards are sent by email at the end of the second and fourth semesters. At the end of the first and third quarter, we invite parents to attend Parent-Teacher Conferences. At the middle school level, conferences are student-led.

STUDENT LIFE - ATHLETICS

The HCA athletic program offers opportunities to develop skills, a sense of sportsmanship, and appropriate competitive challenges. HCA participates in the Catholic Youth Organization (CYO) League. Email Athletic Director Nick Smith with any questions

nsmith@holychildacademy.com.

- If certain programs cannot compete this fall, the hope is to focus on skill building rather than competition.
- Sports equipment will be cleaned and sanitized after each practice use.
- **Athletes will wear face coverings when sitting on the sidelines.**
- When indoors, ventilation will be used as much as possible.
- Windows, doors and fans will be on/open at all times.
- **Games and skill building practices will be limited to student athletes, coaches, and officials only.**

Athletic Department Mission Statement

Holy Child Academy seeks to provide an athletic program that:

- Develops children physically, emotionally, and socially while nurturing Christian ideals and principles;
- Teaches and promotes cooperation (teamwork), leadership, responsibility, sportsmanship, fair play, and self-discipline in an environment of healthy competition;
- Fosters the development of sport-specific skills at all levels while preparing players for competition;
- Stresses the benefits of athletic participation in everyday life and as preparation for future challenges;
- Gives all eligible students the opportunity to participate; and
- Promotes school spirit and camaraderie.

Athletic Department Objectives

- To foster the development of strong character traits, including self-esteem, respect, responsibility, commitment, sacrifice, leadership, sportsmanship, and teamwork;
- To generate school spirit and pride;
- To set and meet individual and team goals;
- To teach skills and strategies of the sport being played;
- To foster the development and maintenance of good health and physical fitness habits; and
- To promote a rewarding, enjoyable, and successful athletic experience.

STUDENT LIFE - ATHLETICS

Athletic Program Description

Holy Child Academy provides the opportunity for teams to participate in the Catholic Youth Organization (CYO) League. Varsity and Junior Varsity teams represent Holy Child Academy (HCA) in CYO Region 25. Intramural opportunities are offered in volleyball.

Our athletic program consists of the following levels:

- Varsity (V): Grades 7-8: Competitive program building on previous four years of play and instruction with aim of contending within CYO Region 25.
- Junior Varsity (JV): Grades 5-6: Continued instruction and introduction of competition through CYO League play.
- Junior Junior Varsity (JJV): Grades 3-4: Instructional program for boys and girls, based on skill development and preparation for competition.
- Intramural opportunities are offered in volleyball and flag football.
- Skills clinics are offered during the year to develop the student's individual skill set using professional trainers and technology.

Game and Practice Times

All team members are required to attend each practice unless prior arrangements have been made with the head coach. It is essential that athletic participants – especially on the varsity level – do their best to avoid scheduling appointments or trips during practice time. The ability to build a team through consistent working together is a hallmark of successful programs and similar to the same level of commitment expected in other extra-curricular activities at Holy Child Academy.

Rules and Player Expectations

Players who miss scheduled practices without an excuse and without advance notice to the head coach risk being able to participate in games. Continued unexcused absences could result in suspension or removal from the team. Absences due to illness or injury are excused if there has been clear communication with the head coach. Players who arrive late for practice without prior permission run the risk of losing playing time. Players who are absent from school on a game day are not permitted to play in the game.

Players are responsible for maintaining their own equipment and uniforms. Most sports require the student to purchase some equipment or supplies (sneakers, cleats, practice clothes, shin/knee pads, etc.). Coaches will inform team members of these needs at the start of the season. School-owned uniforms must be returned to the athletic director on the last day of the season, or at a pre-arranged date subsequent to the end of the season. Students failing to return equipment and/or uniforms will be billed accordingly. Players and their parents should be aware of the higher cost of purchasing a single replacement uniform.

STUDENT LIFE - ATHLETICS

Code of Ethics for Players

1. Value one's personal integrity
2. Strive for excellence
3. Willingly abide by the spirit, as well as the letter of the rules throughout all games and practices
4. Treat all players, officials, and coaches with respect and courtesy
5. Graciously accept constructive criticism
6. Exhibit dignity in manner and dress when representing Holy Child Academy both on and off the court or playing field
7. Recognize the value and contribution of each team member
8. Keep the importance of winning in perspective with regard to other objectives
9. Emphasize responsibility to the team over oneself

Code of Ethics for Parents and Other Spectators

1. Respect the playing of the game and appreciate and enjoy the efforts of the participants.
2. Recognize the officials as persons of integrity and qualification and respect their decisions accordingly.
3. Refrain from creating disturbances that would be detrimental to the flow of the game and/or the safety of the participants involved.
4. Respect for all players, coaches, and officials, regardless of team loyalty, is essential for raising the standards of good sportsmanship.
5. Be a positive supporter and model by encouraging the positive aspects of the play. Refrain from sideline coaching.
6. Maintain a distance from players and coaches during the games and contests. (Team benches are for the use of team members only.)
7. Refrain from providing food and drink to players during games and contests. When providing post-game refreshments, please assist with the clean-up.
8. Any concern resulting from the participation of the players, coaches, or officials should be addressed at a time other than immediately at the conclusion of the game or event. The athletic administration and your child's coach will always try to be receptive to your input. A "cooling off" period of 24 hours is suggested.
9. Do not direct your initial comments to the athletic director or head of school. Begin with your child's coach. If concerns persist, he or she will meet with you and the athletic director at a convenient time for all parties.

HEALTH POLICIES

School Nurse's Office

Holy Child Academy employs a school nurse who is on-site from 8:00 a.m. through 1:00 p.m. Students who are experiencing a health issue after 1:00 p.m. report to the main office for assistance.

The nurse's office is located on the first floor of the main building, at the end of the Lower School hallway. Students can report to the nurse if they are experiencing a health issue. Parents can reach out to the nurse with questions about their own child or school policy (nurse@holychildacademy.com).

In addition to the nurse employed by HCA, nursing service is provided by the Upper Darby School District on a periodic basis. The UDSD nurse conducts state-mandated screenings, assists in record-keeping, and sees students as needed.

At the start of each school year, parents must complete the Emergency Information Form which provides health-related data and parent preferences as well as emergency contact information. One copy of these forms is kept in a confidential space in the nurse's office, and another is kept in the main office.

For the health and safety of students, it is extremely important that parents/guardians notify the school's main office and nurse's office if there are changes to emergency contact information.

Medication

The school does not have the authority to administer medication to a student without the written permission of the parent/guardian. Prescribed or over-the-counter (OTC) medication can only be administered by a school employee if the following criteria are met:

- Prescription medication accompanied by a written prescription completed by a physician stating the reason for the medication and instruction regarding whether or not the student is allowed to self-carry and self-administer as needed, e.g., EpiPen or inhaler;
- OTC medication accompanied by a written note from the parent or guardian indicating the reason for medication and instructions regarding dosage;
- Medication (prescribed or OTC) is presented in its original container with the intact label which identifies proper dosage and schedule.

All medications must be sent directly to the nurse's office.

HEALTH POLICIES

Holy Child Academy is committed to the health and safety of our students and school community. In the 2021-22 school year, mitigation measures to prevent the spread of COVID-19 continue to be a critical priority. HCA relies on the guidance of the Centers for Disease Control (CDC) and the Pennsylvania Departments of Health and Education in determining health and safety protocols. As the course of the virus evolves, expert guidance may change. If HCA amends the protocols to comply with new expert guidance, HCA families will be notified via school email.

The recommended “layered” approach to mitigations includes face masks, distancing, hand-washing, cleaning/disinfecting, testing, quarantining when necessary, and providing resources for all eligible persons to receive vaccinations. While some mitigations may be temporary inconveniences, they are necessary to ensure an environment where students and teachers can come together safely in person, which we know is the most effective way to provide the HCA educational experience.

Vaccines

Vaccination is a critical tool in stopping the spread of COVID-19. All HCA employees are fully vaccinated, and we strongly encourage eligible students (5 years or older) and their families to pursue vaccination as a safe, highly effective vaccination against COVID. Families seeking information about vaccines should contact the school nurse (nurse@holychildacademy.com) or explore the PA Department of Health site [here](#).

Face Masks

While inside the school building, all students must wear a well-fitted face mask that sits securely over the nose and mouth. This protocol will also be observed outside the building in situations where students are able to observe appropriate physical distancing. Because there will be times throughout the day when face masks will be removed, students should be able to remove and replace face coverings without adult assistance. Public health experts advise extra protection by upgrading masks to a medical-grade KF94 or KN95. Click [here](#) for a helpful resource on medical-grade masks for children.

Test-To-Stay Protocol

Test to Stay” (TTS) enables students to remain in school following an in-school exposure to a person who has tested positive for COVID-19. In a small school like ours where a careful, conservative approach has been consistently in place, and the environment is low-risk, it has been useful for us to use this protocol. The school nurse can administer the Binax rapid antigen test. If there is an in-school exposure, and certain conditions are met, the nurse may contact the parents of students who were exposed and administer the rapid antigen test. Students who test negative may remain in school.

HEALTH POLICIES

Health & Safety Communication

In the event that a student or staff member becomes ill or exposed to a serious communicable disease such as COVID-19, protocols will be observed to protect our community. Any instance of illness or exposure to illness will be reviewed by the Head of School, division directors, and school nurse to determine the best response and will be communicated appropriately. Quarantine protocols are developed based on current CDC guidelines (found [here](#)).

- Children who are unvaccinated or have received the vaccine more than six months ago, and have been EXPOSED to the virus from close contact should be tested after five (5) days and can return with a negative test result.
- Children who have been EXPOSED but received a vaccination or booster within the past six months can continue to come to school.
- Children who TEST POSITIVE for the virus must ISOLATE FOR FIVE DAYS. If the child no longer has symptoms, they can return to school 24 hours after being symptom-free.
- If a student becomes ill at school, his or her parent will be notified immediately. The student will be kept in the isolation room until his or her parent arrives.
- In the instance that a teacher needs to quarantine, Holy Child Academy is committed to providing continuous education for students in a safe manner.

Please note that Holy Child Academy will only act on information confirmed directly with the family, student, or staff member experiencing exposure. In all cases, the school is committed to the health of the community as well as the privacy of the individual. All members of Holy Child Academy's community are expected to communicate honestly and share any relevant information about a household exposure to a confirmed COVID-19 case.

For the health and safety of students, faculty, staff, and HCA families, it will be critical that we monitor the health and any symptoms of students and staff members. The honest and open participation of parents and caregivers will help ensure a safe learning environment for all.

The student health assessment will be conducted daily with the help of the Pick Up Patrol app. Parents and caregivers will be asked to download the app and complete this assessment at home, prior to dropping students off at school. If not completed upon arrival, parents will be notified.

If a student or staff member answers "**yes**" to any screening questions or experiences COVID-like symptoms (fever above 100.4, unexplained shortness of breath or loss of smell or taste OR **one** or more of the following: sore throat, chills, cough, body aches, diarrhea, fatigue), the parent should keep the student at home and contact Judy Kurland, the school nurse, who will consult with the parent about appropriate next steps. **The school nurse must authorize any return to school.**

HEALTH POLICIES

International Travel Protocols:

There are no prohibitions or conditions around domestic travel, but international travel continues to require testing and/or quarantining before a student can return to school.

- Vaccinated students may return to school without quarantining if they can provide proof of a negative PCR test result from no more than one day before traveling back to the US.
- If an unvaccinated student travels internationally, he or she must quarantine for five days after their return. Please notify the school nurse (nurse@holychildacademy.com) who will inform the student's teachers.
- On the fifth day after return, the unvaccinated child should be tested for COVID-19. If the child is asymptomatic and the test result is negative, the student may return to school immediately.
- If you choose not to have your child tested, he or she must quarantine and remain out of school for ten days from the date of return.
- If the student has COVID-19 symptoms and/or receives a positive test result, the 14-day quarantine rule will apply.
- During any quarantine period, students in grades K through grade 8 can participate in virtual learning. Teachers of students in N2, N3, and Pre-K will work with families to provide independent materials and help their young students remain engaged in classwork during a quarantine period.

REMOTE LEARNING

In the event that Holy Child Academy needs to operate using the remote learning model for a short period of time, please refer to this section for helpful tips for a successful virtual learning experience. Holy Child Academy faculty recognize that remote instruction requires adjustments to student assessments, curriculum pacing, and much more. Teachers will work with each individual student as well as their parents to develop strategies to help each student and family succeed. In addition, HCA faculty recognize the critical role parents and family members play in the remote instruction of their student(s), particularly for families in the early childhood and lower school divisions. Moreover, each family faces unique circumstances from varying access to technology to parent(s) remote working in addition to their child's instruction. The continuous remote learning process will be unique to each family. It truly is a partnership between family, students, and teachers, therefore HCA will make every effort to partner effectively to ensure student growth.



Students will be expected to attend and engage in all classes for the full school day and participate in the full curriculum for his or her grade level.



Virtual instruction will include but not be limited to live video streaming from the classroom, independent work at home and recorded videos.



Students and parents will have frequent contact with his or her teacher(s).



Students will be required to wear their uniforms and abide by classroom rules.



Parent or guardian engagement will be necessary for successful virtual learning. Each family will be responsible for their child/ren's technology device and adequate wireless capacity in the home.

REMOTE LEARNING

HCA recognizes the pivotal role parents and family members play during continuous remote learning. Parents are encouraged to communicate openly and often with their child's teacher(s). In addition to communication with teachers, we encourage families to, when able, employ the following strategies for successful virtual learning:

Define the physical work space for your child - Establish a space/location where your child will do most of their remote learning. This should be a place that can be quiet and has strong wireless internet signal, if possible. It should be a space where an adult can be present, monitoring the child's learning.

Monitor communications - Teachers will communicate with parents through email and phone as necessary. Please feel free to reach out to any HCA teachers with questions or concerns at any time.

Begin and end each day with a check-in - Parents are encouraged to start and finish each day with a check-in. In the morning, support your child as they determine what they are learning or working on today. How will they spend their time? What resources do they require? What support do they need? At the end of the day, ask your child how their work went. What did they learn? Do they need to follow-up or get support?

Take an active role in your child's virtual learning - Some of your child's work may involve an adult. Other aspects of it might simply benefit from some conversation before or after it's completed. This includes offering your child opportunities for in-person social interaction and collaboration. It also keeps you connected with what they are working on and how they are doing.

Be flexible - Give children opportunities to discuss their feelings and share their fears/frustrations. Be extra-patient with challenging behavior - children don't always have the ability to express their feelings in words; instead, they process by acting out. Being patient doesn't mean tolerating bad behavior; it means giving opportunities for children to re-center and providing extra hugs. Focus on all the ways your children are adapting to their new reality.

When learning virtually, parents of students will have a unique window into all classroom activities, including the actions of their children's classmates. Because parents partner with faculty and staff to care for the well-being of each child in the community, they are reminded to respect the privacy and protect the confidentiality of all students in the class.

UNIFORM AND DRESS GUIDELINES

All students in Kindergarten through grade eight are expected to be in complete uniform.

Uniform items must be purchased from [Flynn and O'Hara](#) at a retail location or online [here](#).

- Uniforms should be neat, clean, and well maintained.
- Shirts are to be tucked in.
- Hair should be clean and neatly trimmed.
- Extreme hair colors and unruly hairstyles are not permitted.

Gym uniforms are worn to school on gym days. If students choose to wear school warm-up suits or school sweatshirts/sweatpants, gym shorts and T-shirts are to be worn underneath.

Dress Down/Free Dress Guidelines

Jeans, khaki pants or shorts, skirts, and sportswear are permitted. Clothing may not have slogans or images that are contrary to the mission and values of HCA.

Inappropriately revealing clothing (bare midribs, spaghetti straps, tank tops) are not permitted. Casual footwear (sneakers, sandals with straps, etc.) are encouraged. Flip flop sandals are not permitted. All clothing and belongings are to be clearly marked with each student's name.

Early Childhood (Nursery through Kindergarten) Uniform and Dress Code

| | All Year | |
|--|--|--|
| Nursery and Pre-Kindergarten Boys and Girls | <ul style="list-style-type: none"> • Neat and comfortable play clothes • Sneakers • HCA gym uniform, optional at anytime | |
| | Sept. - Oct. and April - June | November - April |
| Kindergarten Boys | <ul style="list-style-type: none"> • Khaki pull-on shorts • White or hunter green short-sleeved polo shirt with HCA logo • White or navy crew socks • Sneakers daily • HCA gym uniform on GYM days | <ul style="list-style-type: none"> • Khaki pull-on long pants • White or hunter green short-sleeved or long-sleeved polo shirt with HCA logo • White turtleneck • Navy V-neck sweater with HCA logo (optional) • White or navy crew socks • Sneakers daily • HCA gym uniform on GYM days |
| Kindergarten Girls | Belted tunic jumper blue cord summer weight with: <ul style="list-style-type: none"> • Black cotton/lyra short • White Peter Pan collar blouse • White crew neck cardigan sweater with HCA logo (optional) • White knee socks • Sneakers daily OR Khaki pull-on shorts with: <ul style="list-style-type: none"> • White or hunter green short-sleeved Holy Child polo shirt with school logo • White or navy crew socks • Sneakers daily • HCA gym uniform on GYM days | Belted tunic jumper: red, navy, green plaid with: <ul style="list-style-type: none"> • Black cotton/lyra short • White or yellow turtleneck • White or yellow Peter Pan collar blouse (short or long sleeved) • Navy crew neck cardigan sweater with HCA logo (optional) • Navy knee socks or navy tights • Sneakers daily OR Khaki pull-on long pants with: <ul style="list-style-type: none"> • White or hunter green short-sleeved or long-sleeved polo shirt with school logo • Navy crew neck cardigan sweater with HCA logo (optional) • White or navy crew socks • Sneakers daily • HCA gym uniform on GYM days |

UNIFORM AND DRESS GUIDELINES

Lower School (1st through 4th grade) Uniform and Dress Code

| | Sept. - Oct. and April - June | November - April |
|---|---|--|
| Boys' School Uniform | <ul style="list-style-type: none"> • Flynn & O'Hara khaki walking shorts or pleated twill khaki pants • White or hunter green polo shirt with HCA logo • White crew socks • Belt: brown or black (must be worn with shorts or pants) | <ul style="list-style-type: none"> • Flynn & O'Hara pleated twill khaki pants • V-neck pullover sweater with HCA logo: navy, red, or yellow • White or light blue long or short-sleeved oxford cloth, button down shirt • HCA school tie: navy, gold, and red striped • Socks: black or navy blue • Belt: brown or black (must be worn with pants) |
| Girls' School Uniform | <p>White crew neck cardigan sweater with HCA logo</p> <p>Belted tunic jumper summer weight blue cord with:</p> <ul style="list-style-type: none"> • Black cotton/Lycra short • White long or short-sleeved Peter Pan collar blouse • White knee socks <p>OR</p> <p>Walking shorts in blue cord with:</p> <ul style="list-style-type: none"> • White short sleeve polo shirt with HCA logo • White knee socks or crew socks • Belt: black (must be worn with shorts) | <p>Crew neck cardigan sweater with HCA logo: green, navy, red, or yellow</p> <p>Belted tunic jumper: Red, navy, and green plaid with:</p> <ul style="list-style-type: none"> • Black cotton/Lycra short • White or yellow long or short-sleeved blouse with Peter Pan collar • White or yellow turtleneck • Knee socks or tights: green, navy, red, or yellow. |
| Shoes Some shoes are available at Flynn and O'Hara but can be purchased at other retailers. | <ul style="list-style-type: none"> • Oxfords: navy blue, brown or black • Loafers: brown or black • Bucks: brown, black, or tan with laces (traditional style such as Bass or Dexter) • Merrell Mocs: brown or black | |
| Gym Uniform (May be worn to and from school on gym days.) | <ul style="list-style-type: none"> • Hunter green micromesh HCA gym shorts • Light steel HCA gym T-shirt • White crew socks • Sneakers • HCA sweatshirt and sweatpants in hunter green | |

Middle School (5th through 8th grade) Uniform and Dress Code

| | Sept. - Oct. and April - June | November - April |
|---|---|---|
| Boys' School Uniform | <p>Navy Blazer with HCA insignia (optional)</p> <ul style="list-style-type: none"> • Flynn & O'Hara Khaki walking shorts or pleated twill khaki pants • White or hunter green polo shirt with Holy Child logo • White crew socks • Belt: brown or black (must be worn with shorts or pants) | <p>Navy Blazer with HCA insignia</p> <ul style="list-style-type: none"> • Flynn & O'Hara pleated twill khaki pants (no cargo pants, jeans, cords) • White or light blue long or short-sleeved oxford cloth, button down shirt. • HCA school tie: navy, gold, and red striped • Socks: black or navy blue • Belt: brown or black (must be worn with pants.) |
| Girls' School Uniform | <p>Navy Blazer with HCA insignia (optional)</p> <ul style="list-style-type: none"> • Wrap around blue cord kilt • Black cotton/Lycra short • White 2-button pique shirt • White long or short sleeved polo shirt with HCA logo • White knee socks or crew socks. | <p>Navy Blazer with HCA insignia</p> <ul style="list-style-type: none"> • Red, navy, and green plaid wrap around kilt • Black cotton/Lycra short • White or hunter green 2-button pique shirt • White or hunter green long or short sleeved polo shirt with HCA logo • White or yellow turtleneck • Navy knee socks or tights |
| Shoes Some shoes are available at Flynn and O'Hara but can be purchased at other retailers. | <ul style="list-style-type: none"> • Merrell Mocs: brown or black • Sperry Topsiders: brown, black, or tan • Oxfords: brown or black • Loafers: brown or black • Bucks: brown, black, or tan with laces (traditional style such as Bass or Dexter) | |
| Gym Uniform (May be worn to and from school on gym days.) | <ul style="list-style-type: none"> • Hunter green micromesh HCA gym shorts • Light Steel HCA gym T-shirt or HCA polo shirt • White crew socks • Sneakers • HCA hunter green lycra with white piping warm-up jacket and pants. | |

Proprietary Information

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