



QUICKSTART GUIDE

DOWNTOWN PRESCHOOL AND TRANSITIONAL KINDERGARTEN

ARRIVAL & DISMISSAL TIMES:

TK/K5 and K3/K4 Early Arrival Carline: 7:45-8:00 a.m.

TK/K5 hours: 8:00-2:10 p.m.

K3/K4 Carline: 8:45-9:00 a.m.

K3/K4 Full Day: 9:00-2:10 p.m.

K3 Half Day: 9:00-11:30 a.m. (No carline for half-day students at dismissal)

K3 - K5 Dismissal: 2:10 p.m. (Walk in by 1:50 p.m. to park & pick up students)

All-school half-day/early dismissal: 11:30 a.m. (Walk in by 11:10 a.m.)

(Half-Day students will be part of carline)

HOURS OF OPERATION:

Regular operating office hours are

Monday - Friday from 7:30 a.m. - 3:30 p.m.

PARENT PORTAL:

Your one-stop resource on our school website for important school information, calendars, forms, supply lists, lunch ordering, handbooks, academic resources, and more.

Current 2026-2027 policies can be found in Student Handbook in the Parent Portal of the school website.



CARLINE PROCEDURES: Please see the Parent Portal for a detailed diagram of the carline route, which is also shown below. Carline is a time for heightened security. We ask that you follow the instructions as listed. If you are walking in to pick up your child for early dismissal, please come inside before 1:50 p.m. with your car line tag or photo identification. If you arrive after this time and before the car line concludes, you may be asked to wait until the line concludes to receive your child. Thank you for understanding. Always park in a designated parking spot when coming to school, except during car line time.

DRESS CODE for Preschool (K3 - K4): Preschool students are asked to wear age-appropriate, modest clothing. Student clothing should be casual, comfortable, and in good taste. It is very important that clothing be "bathroom friendly," including bottoms with elastic waists and no belts. Students are required to wear shoes with backs and, preferably, closed toes. Tennis shoes must be worn on their PE day (Mondays). Please send a sweater or jacket with your child; the classrooms can be cool.

DRESS CODE for Downtown Lower School (TK - K5): **Bottoms:** Hemmed khaki, navy, gray, or blue/green plaid pants, shorts, skirts, skorts, or leggings with pockets. **Tops:** Solid white, forest green, gray, or navy collared shirts (short/long sleeves). Girls: May wear dresses/jumpers in school colors; tights/leggings underneath must be solid school colors. Outerwear: Jackets/coats for outside play can be any color. School-approved clothing can be found at Target, Old Navy, Walmart, JCPenney, Amazon, or Lands' End. **Spirit Wear Fridays:** School t-shirts/sweatshirts allowed on Spirit Wear Fridays! Dress Code Policy may be found in the handbook on the parent portal.

LUNCH/SNACK: Students should bring their own lunches. They will eat lunch in their classrooms. The downtown campus is nut-sensitive and does not allow lunch or snack items to include peanuts or tree nuts. Students should bring a healthy, low-sugar snack to school each day to be eaten during the designated snack time. It is helpful for parents to label the item as a "snack" when packing your child's lunch.

SCHOOL SUPPLY LISTS: K3/K4: School Supplies are included in the enrollment fee and will be provided. TK/K5: A combined school supply list has been posted on the parent portal for downtown.

All students: Parents will need to provide a backpack or tote bag large enough to hold a folder, a lunchbox, a non-spill water bottle, and a snack container or bag. Two changes of clothes, including underwear and socks, should be sent to be kept in the child's cubby. A change of shoes should also be sent. These should be updated as the season changes. This can follow when we change the clocks in the fall and spring. All students will need an oversized adult T-shirt for Art/Stem to be stored here in their cubby.



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CRUSADER NEWS: FPA issues the weekly Crusader News each Sunday for updated communication and announcements via email. This is one of the primary methods of regular communication by the school. If you do not receive the weekly Crusader News, please email Director of Communication at sprice@firstpresacademy.com.

FPA APP: The FPA App is designed to streamline communication with teachers, facilitate the lunch ordering process and provide essential updates about school activities and events. Search "First Presbyterian Academy" in the App Store and download the "First Presbyterian Academy" APP.



FPA APP - APPLE STORE



FPA APP - GOOGLE PLAY

FAMILY PORTAL VIA FACTS: Family Portal is a private and secure parent portal that allows parents to view academic information specific to their children while protecting their children's information from others. You can see your child's grades, attendance, homework, and conduct. The log in and password given to you during the Admissions process is the same log in and password you will use throughout the year. Your FACTS family portal is connected to your FPA App.



FACTS FAMILY PORTAL

EARLY STAY/AFTER SCHOOL ENRICHMENT: K3/K4 students who need early care must be pre-registered. There is no charge for early care. Early Arrival is available from 7:45-8:30 a.m. If you arrive after 8:30 a.m., please join the car line, as students are transitioning to their classrooms at that time.



EARLY STAY/AFTER
SCHOOL ENRICHMENT

ASE is available from 2:10- 3:30 p.m. for an additional charge of \$12.00

ASE is not available on ALL-SCHOOL half-day/early dismissal days.

IMPORTANT DATES for NEW FAMILIES:

- **Back to School Bash - Tuesday, August 11 | 4-6 PM** Back to School Bash is an opportunity for parents and students to meet their teacher(s), familiarize yourself with school grounds and pick up some FPA Spirit Wear.
- **First Day of School - Wednesday, August 12, 2026** (Half Day dismissal at 11:30 a.m.)