



QUICKSTART GUIDE

LOWER SCHOOL

ARRIVAL & DISMISSAL TIMES:

Early Arrival | 7:30 am in the Multipurpose Room

Full Day | 8:00 a.m. - 2:45 p.m.

Half Day | 8:00 am - 11:45 am

*Students begin entering the classrooms at 7:45 a.m.

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: Students in the Lower School should arrive between 7:30 am and 8:00 am. Students that arrive prior to 7:45 am should report to the Multi-Purpose Room (MPR), where they will be supervised until dismissed to their classrooms at 7:45 am.

Drop-Off Procedures: Students will be met by greeters beginning at 7:30 a.m. Students should exit the car on the passenger side closest to the building. • For safety reasons, students should not walk through the parking lots between 7:45 – 8:00 a.m. To ensure the safety of our students, please refrain from cell phone use in the carline.

Pick-Up Procedures: For security, each family will be given a car tag with a unique number that coincides with their child's name. It should be displayed clearly hanging from the mirror. If you do not have a car tag, you will be asked to park and show your license to the front desk in order to pick up your child. If you need another tag for additional drivers, call the Lower School office. If you are carpooling with another family, place both tags visible. See Parent Portal - ADMINISTRATION - Carline Diagram

LOWER SCHOOL STUDENT CELL PHONE/SMART WATCH POLICY: Many students, even at the elementary level, are coming to school with cell phones and smart watches. Cell phones and smart watches are discouraged but if necessary, may be brought to school. Students must follow the rules of cell phones and smart watches. See Parent Portal - PARENT STUDENT HANDBOOK – (PG 36)

DRESS CODE – Lower School (K5 - 5TH GRADE):

Bottoms: Students may wear pants, shorts, skirts or skorts in khaki, navy, gray or the approved blue/green pattern.

Tops: Solid white, forest green, gray, or navy collared shirts are permitted in both short and long sleeve styles.

Girls: Dresses and jumpers in approved school colors may be worn. Any tights/leggings worn underneath must be solid school colors.

Outerwear: Jackets and coats worn for outdoor activities or recess may be any color.

Spirit Wear Fridays: Students may wear approved school T-shirts/sweatshirts with jeans each Friday!



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PARENT PORTAL:



LUNCH PROCEDURES & ORDER FORMS: Students should submit their lunch orders via that FPA app. Students in K5 – 5th Grade eat lunch in the Lower School Multi-Purpose Room (MPR). NOTE: Some vendors require orders to be placed the day before. See PARENT PORTAL - LUNCH ORDERING

SCHOOL SUPPLY LISTS: See PARENT PORTAL - School Supply Lists

SNACKS: K5 - 5th Grade students can bring a healthy 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.

SUMMER READING LIST: See PARENT PORTAL - Summer Reading Lists

AFTER SCHOOL ENRICHMENT:

After School Enrichment is 2:45 p.m. - 5:30 p.m. Registration must be made in advance. \$12 per hour



AFTER SCHOOL
ENRICHMENT

AFTER SCHOOL CLUBS AND ACTIVITIES: These programs will start after school at 3:15 pm. Registration is required and billing will be through your FACTS account.

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

IMPORTANT DATES for NEW FAMILIES:

- **New Parent Orientation - Monday, August 10 | 3-4 PM** (Just before the Back-to-School Bash) Location: Lower School Multipurpose Room (Enter through the main Lower School entrance, the MPR will be on your right.) Hear from our Head of School, Lower School Principal, School Nurse, and others on key topics like uniforms, carline, and lunch.
- **Back to School Bash - Monday, August 10 | 4-6 PM** (Following Orientations) | Back to School Bash is an opportunity for parents and students to meet their teachers and principals, visit their classrooms, drop off supplies and grab some FPA Spirit Wear!
- **First Day of School - Wednesday, August 12, 2026** (Half Day dismissal at 11:45 a.m.)