

FIRST PRESBYTERIAN ACADEMY

New Family Quick Start Guide



Downtown Campus

Note: Current 2024-2025 policies can be found in the Student Handbook in the Parent Portal of the school website - www.firstpresacademy.com.

APP

Our school is launching a new app designed to streamline communication with teachers and provide essential updates about school activities and events. Look out for an email before the first day of school containing the app download link and instructions on how to get started!

ARRIVAL AND DISMISSAL TIMES

Preschool Hours | 9:00 a.m. (with optional 8:00 a.m. start time) - 2:10 p.m.

TK/K5 Hours | 8:00 a.m. - 2:10 p.m.

First Morning Carpool | 7:45 a.m. - 8:00 a.m. (TK/K5 - Optional Early Start for Preschool)

Second Morning Carpool | 8:45 a.m. - 9:00 a.m. (Preschool)

Afternoon Carpool | 2:10 p.m. - 2:25 p.m. (K2-1st Grade)

CALENDAR

See **PARENT PORTAL - CALENDAR** - 2024 - 2025 School Calendar

CALENDAR - IMPORTANT DATES for NEW FAMILIES

Back to School Day – Monday, August 12, 2024

Back to School Day is an opportunity for parents and students to meet their teacher(s), familiarize yourself with school grounds and ask questions.

An eBlast will be emailed with more details about times and locations.

First Day of School - Wednesday, August 14, 2024 (Half Day dismissal at 11:45 a.m.)

CAR LINE PROCEDURES

Drop Off

You will be given two carpool "name tags" at the beginning of school. Keep this in your car at all times and display it prominently on the dash for the carpool attendants to see. If you need more tags, call the school office.

Do not leave your car with younger children, your purse, or keys in it and/or the motor running at any time. **Please turn off your cell phone once you have turned into the carline. It is extremely important to greet your child without other distractions, as well as provide a safe environment for children. No child will be dismissed from our care to an adult other than a parent or authorized caregiver, without the written consent from the parent or guardian. Each child must have a Carpool Authorization Form on file with the school. We make no exceptions to this rule and will check anyone's driver's license who we do not recognize.**

Safety is a major concern for us and we appreciate your understanding in protecting your children and your abiding by these procedures.

PICK UP

Cars will enter the parking lot via Richardson Street (a right turn only off of Richardson Street) and proceed down the parking lot towards Academy Street. Cars will then loop around the median and make two lanes of cars (security guards will direct traffic). Once the car line starts, six cars at a time will be directed to form a single line along the sidewalk. Teachers will walk children out to the cars.

See Parent Portal - ADMINISTRATION - Carline Diagram

DRESS CODE (PRESCHOOL)

Preschool students are permitted 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, no belts, etc.

See **Parent/Student Handbook** - Downtown Addendum

DRESS CODE (TK/K5)

See **Parent/Student Handbook** - page 36

eBLAST

FPA issues weekly eBLASTS 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 please contact Lisa Wamack at Lwamack@firstpresacademy.com.

HOURS OF OPERATION

Regular operating hours are Monday through Friday from 7:45 a.m. - 3:30 p.m.

LATE STAY

Arrangements must be made through the office to allow your child to stay from 2:15 - 3:30 p.m.

The cost of Late Stay service: \$10 per hour, per student.

LUNCH

All students must bring their own lunch to school. **All items must be nut free** and classrooms do not have microwaves or refrigerators. Please pack accordingly.

See **Parent/ Student Handbook** - Downtown Addendum

MEDICATION POLICY

Please make sure your child's FACTS account is up to date with allergies and medical needs.

See **Parent/Student Handbook**

SCHOOL SUPPLIES

Preschool teachers will take care of the purchasing and distribution of basic school supplies for the year.

K5 + 1st Grade – See Parent Portal for school supply list.

All students will need to provide their own backpack or shoulder bag (such as the Medium canvas bag from Lands End).

VISITING THE SCHOOL

When visiting the school, please come to the office to sign in and receive a name tag. The name tag must be visible at all times while visiting classrooms or designated areas. Please stop by the office to sign out once your visit has concluded.

Students have been prompted to “Ignore the Door.” Do not try to get a student to open a door for you to access the building. These procedures are in place to provide an additional layer of security for the school.

WHAT NOT TO BRING TO SCHOOL

In the preschool, we understand that a child may need to bring an item to school that provides comfort and security for that child. These items are to be labeled clearly. It will be recommended to the child that the security item remain in his/her cubby for safe keeping. Because toys can be lost or misused by other children, they are not permitted unless specified by the teacher for Show and Tell. Certain items such as toy guns, swords, and electronic play devices have no place on school grounds.