

# FIRST PRESBYTERIAN ACADEMY

New Family Quick Start Guide



Lower School (K5 – 5th Grade)

**NOTE:** Current 2024-2025 policies can be found in Student Handbook in the Parent Portal of the school website – [www.firstpresacademy.com](http://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 & DISMISSAL TIMES**

Early Arrival | 7:15 a.m.

Full Day | 8:10 a.m. - 3:00 p.m.

All School Half Day | 8:10 a.m. - 11:45 a.m.

Late Stay | 3:15 p.m. - 5:30 p.m.

\*Students may begin entering the classrooms at 7:50 a.m.

### **Early Stay/Late Stay**

Students arriving prior to 7:50 a.m. must report to Early Stay, which begins at 7:15 a.m. Late Stay is available from 3:15-5:30 p.m. Early Stay and Late Stay is available for an additional charge for students in K5 - 5th Grade.

**See PARENT PORTAL - Administration - Early/Late Stay Programs**

## **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.

**Lower School (K5-5th Grade) New Parent/Student Orientation** will be held from 3:00 - 4:00 pm on Monday, August 12th (before the Back to School Bash.) This is an opportunity for new Lower School parents and their students in K5-5th grades to hear from our new Lower School Principal, and other staff in order to gain information on topics such as carline, uniforms, and the lunch process. During this time, all K5 students will be released to gather together for Kindergarten Connection in their K5 classrooms and parents will reunite with their students following the end of the orientation meeting.

LOCATION: Lower School Multi-Purpose Room (Once you enter through the main entrance of the Lower School, the MPR is on the right.)

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

## **CAR LINE PROCEDURES**

**See Parent/Student Handbook**

**See Parent Portal - ADMINISTRATION - Carline Diagram**

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

See Parent/Student Handbook for a full outline of Dress Code expectations.

Students must wear collared/polo shirts in either Navy, Forest Green, White, or Gray. Boys are permitted to wear khaki,

gray, or navy shorts or pants. Girls are permitted to wear pants/shorts/skirts in khaki, navy, gray, or plaids that contain school colors. Girls are also permitted to wear dresses in navy, green, gray, white, or plaid. Please see the handbook for all information on appropriate fits and styles for school uniforms.

## **eBLASTs**

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 eBLASTS, please email Susie Flynn at [sflynn@firstpresacademy.com](mailto:sflynn@firstpresacademy.com).

## **HOURS OF OPERATION**

### **Office Hours**

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

### **LUNCH**

Students in K5 – 5th Grade eat lunch in the Lower School Multi-Purpose Room (MPR).

Students should submit their lunch orders via that FPA app.

## **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.

FPA App is available and connects to your FACTS family portal. This app is available through your App store under "First Presbyterian Academy."

## **SCHOOL SUPPLY LISTS**

See **PARENT PORTAL - School Supply Lists**

## **SNACKS**

K5 - 5th Grade 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.