



NEW FAMILY QUICK START GUIDE

LOWER SCHOOL | K5 - 5TH GRADE

NOTE: Current 2025-2026 policies can be found in Student Handbook in the Parent Portal of the school website.

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.

ARRIVAL & DISMISSAL TIMES

Early Arrival | 7:30 am

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

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

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

EARLY STAY: Students arriving prior to 7:50 a.m. must report to Early Stay, which begins at 7:30 a.m. Early Stay and After School Enrichment is available for an additional charge for students in K5 - 5th Grade. **See PARENT PORTAL - Administration - After School Enrichment**

AFTER SCHOOL ENRICHMENT See **PARENT PORTAL -After School Enrichment** dismissal is 2:45 p.m. - 5:30 p.m. Registration must be made in advance. \$12 per hour (see Tuition & Fees rates below).

AFTER SCHOOL CLUBS AND ACTIVITIES See **PARENT PORTAL - After School Enrichment** - Lower School Clubs and Organizations These programs will start after school at 3:15 pm. Registration is required and billing will be through your FACTS account.

CALENDAR: See **PARENT PORTAL - CALENDAR** - 2025 - 2026 School Calendar

CALENDAR - IMPORTANT DATES for NEW FAMILIES

- **Monday, August 11 | 3:00-4:00 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 11, 2025 from 4:00-6:00 P.M. (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 13, 2025 (Half Day dismissal at 11:45 a.m.)**

HOURS OF OPERATION: Office Hours: Regular operating hours are Monday - Friday from 7:30 a.m. until 3:30 p.m.

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.

CARLINE PROCEDURES: Students in the Lower School should arrive between 7:30 am and 8:00 am. Students that arrive prior to 7:50 should report to the Multi-Purpose Room (MPR), where they will be supervised until classes begin and students are dismissed at 7:50 a.m.

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. It should be placed on the dashboard as students walk through the carline. Keep this in your car at all times and display it prominently on the dash for the staff members to see in the afternoon carline. If you need another tag for additional drivers, call the Lower School office. If you are carpooling with another family, place both tags visible in the dashboard of the vehicle. **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: 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!

CRUSADER NEWS eBLAST: FPA issues a weekly eBLASTS on 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 eBLASTS, please email Director of Communication at sprice@firstpresacademy.com.

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). **See PARENT PORTAL - LUNCH ORDERING**

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.

SUMMER READING LIST: See PARENT PORTAL - Summer Reading Lists



**SCAN HERE TO ACCESS
TO THE PARENT PORTAL**