

# FIRST PRESBYTERIAN ACADEMY

## New Family Quick Start Guide



Preschool - Downtown Campus

**Note:** Current 2021 - 2022 policies can be found in the Parent/Student Handbook (Downtown Campus Addendum) in the Parent Portal of the school website - [www.firstpresacademy.com](http://www.firstpresacademy.com).

## **ARRIVAL AND DISMISSAL TIMES**

Preschool Hours | 9:00 a.m. - 2:15 p.m.

K5 & K6 Hours | 8:00 a.m. - 2:15 p.m.

Preschool Early Stay | 7:45 a.m. - 8:40 a.m.

K5 & K6 Morning Carpool | 7:45 a.m. - 8:00 a.m.

Preschool Morning Carpool | 8:40 a.m. - 9:00 a.m.

Preschool Afternoon Carpool | 2:15 p.m. - 2:30 p.m.

K5 & K6 Afternoon Carpool | 2:15 p.m. - 2:30 p.m.

## **CALENDAR**

See **PARENT PORTAL - CALENDAR** - Printable Calendar & Important Dates

## **CALENDAR - IMPORTANT DATES for NEW FAMILIES**

### **Back to School Day – Monday, August 16, 2021**

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

*(Be sure to pick up your free Crusader Nation t-shirt!)*

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

**First Day of School** - Wednesday, August 18, 2021 (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 pocketbook, 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.

Cars will enter the parking lot via Richardson Street and proceed down the parking lot towards Academy Street. Cars will then loop around the median and drop off students near the courtyard. Students will enter through the glass doors off of the courtyard. Cars will then exit back out on to Richardson Street. It is right turn only to leave.

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

## **PICK UP**

Pick-up will follow the same traffic pattern. It is of utmost importance that we do not line up too early for car line, blocking the parking spots used by the church nursery school pick up.

## **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** (pages 64 - 65)

## **DRESS CODE (K5 - K6)**

See **Parent/Student Handbook - Downtown Addendum** (page 65)

## **EARLY STAY**

Any child arriving at school between 7:45 a.m. - 8:40 a.m. will be charged for Early Stay. Children arriving prior to 8:40 a.m. must be walked in by a parent to the office, and the parent must sign-in their student. Early Stay reservations should be made in advance to secure a space.

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

## **eBLAST**

FPA issues twice 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, go to [www.firstpresacademy.com](http://www.firstpresacademy.com), click on CONTACT US in the top menu bar and select eBLAST SIGN UP. Here, you can register by submitting your email address.

## **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 - 4:30 p.m.

The cost of Late Stay service: \$15 per day, 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** (pages 61-62)

## **MEDICATION POLICY**

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

See **Parent/Student Handbook -Downtown Addendum** (page 61)

## **SCHOOL SUPPLIES**

Teachers will take care of the purchasing and distribution of needed school supplies for the year.

## **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. We strongly discourage pacifiers. These items will be returned home every day unless a parent notifies us otherwise. 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.