

# FIRST PRESBYTERIAN ACADEMY

New Family Quick Start Guide



Crusader Station Preschool

**NOTE:** Current 2023-2024 policies can be found in Parent/Student Handbook in the Parent Portal of the school website – [www.firstpresacademy.com](http://www.firstpresacademy.com).

## **ARRIVAL & DISMISSAL TIMES**

Early Arrival | 7:15 a.m.

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

Pre-School Half Day | 8:10 a.m. - 12:30 p.m.

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

Late Stay | 3:15 p.m. - 5:00 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 3:15-5:00 p.m. Early Stay and Late Stay is available for an additional charge for students in K3 - K4.

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

## **CALENDAR**

See **PARENT PORTAL - CALENDAR - Important Dates**

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

### **Back to School Day – Monday, August 14, 2023**

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 16, 2023 (Half Day)**

## **CAR LINE PROCEDURES**

See Parent/Student Handbook

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

## **DRESS CODE- Preschool (K3-K4)**

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. Students are required to wear closed-toe, closed-heel shoes every day. Please do not dress your student in jellies, flip flops, sandals, or platform shoes.

## **eBLASTs**

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**

### **Office Hours**

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

### **LUNCH**

Students in K3 + K4 will eat lunch in their classrooms.

Students should submit their lunch orders and payments in advance.

See **PARENT PORTAL - LUNCH** - Preschool Order Form

## **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. Family Portal offers an app for your smart phone for a one-time cost of \$5.00.

## **SCHOOL SUPPLY LISTS**

See **PARENT PORTAL - School Supply Lists**

### **SNACKS**

K3 + K4 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.