

# FIRST PRESBYTERIAN ACADEMY

## New Family Quick Start Guide



Downtown Primary School

**Note:** Current 2023-2024 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. (with optional 8:00 a.m. start time) - 2:10 p.m.

K5 & 1st Grade Hours | 8:00 a.m. - 2:10 p.m.

First Morning Carpool | 7:45 a.m. - 8:00 a.m. (K5 + 1st Grade - 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** - 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 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, a right turn only, and proceed down the parking lot towards Academy Street. Cars will then loop around the median and drop off students at the sidewalk that leads to the Academy entrance. Students will enter through the double glass doors. Cars will then exit back out on to Richardson Street. It is a right turn only to leave.

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

## **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.

## **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 (K5 - 1st Grade)**

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

## **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 - 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 RenWeb account is up to date with allergies and medical needs.

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

## **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.