



Policies and Procedures Reminders

2023-2024

The purpose of this document is to provide a reminder for many of FCA's policies and procedures. Whether you are a returning family or new to the ministry, please read through how FCA will handle the following procedures:

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Arrivals: Drop-offs

- Please enter using the second entrance and curve around the school building until you are in front of the sidewalk. Students are welcome to get out of their cars at any part of the sidewalk.
- A member of our faculty and staff will meet and greet the students by the door.
- Please reference the Arrival Map provided at the end of this document for a visual look at our arrival procedures.

Arrivals: Parking

- If you need to do business in the office, have a meeting with a faculty/staff member, or have other business that requires you to leave your vehicle, please leave the drop-off queue and park in any available spot.
- Please be careful and watch out for vehicles as you and your students walk through the parking lot.

Before Care: 7:00 – 8:00 am

- Students arriving at school before 8:00 am will be sent to the gym for Before Care.
- Before Care is an extra service provided by FCA and costs \$4 per half hour.

Regular School Hours:

- Pre-K/Elementary students in K3-6th grade are required to be in their classroom by 8:30 am. Pre-K/Elementary students that arrive after 8:30 am will be marked tardy.
- Secondary students in 7th-12th grade are required to be in their homeroom class by 8:15 am. Secondary students that arrive after 8:15 am will be marked tardy.

Sick Policy:

- In order to participate in school activities, students are required to be fever free without the use of medication as well as to have not vomited within the last 24 hours.
- Students who have had a fever of 100 degrees Fahrenheit or greater or who have vomited within the last 24 hours should be kept at home.
- Student that are showing symptoms of covid-19 should be kept at home. These symptoms include but are not limited to: fever, shortness of breath, unexplained fatigue, body aches, and nausea.

Absences and Tardies:

- Tardies are considered excused only for medical or dental appointments and family emergencies.
- Absences are considered excused for cases of illness, bereavement, family emergencies, and medical or dental appointments as well as for family vacations with at least a two-week advanced notice.
- All absences and tardies will be marked unexcused until a written excuse note has been provided to the school office either physically or by email (office@fcamd.org).
- Each time a student accrues 4 unexcused tardies in a quarter it will be counted as 1 unexcused absence for that quarter. In addition, Secondary students (7th-12th grades) will receive a demerit for each unexcused tardy.

Dress Code:

- FCA continues to use Global Schoolwear as our uniform supply company. Please review our FCA Uniform Guidelines 23-24. This document can be found on our Family Portal, on our website at fcamd.org/parents, or can be requested at any time.
- K5-12th grade students should arrive to school in our FCA dress code.
- There is no dress code for our preschool students. Please wear family friendly, age-appropriate play clothes.

Water Bottles:

- Water fountains are available for use in both the Elementary and Secondary hallways.
- Refillable water bottle stations are also available for use in the Elementary and Secondary hallways.
- Students are welcome to bring water bottles for use during the school day that are safe, leak-proof, and closable.

Ordering Lunch:

- Preschool and Lower Elementary – please communicate with the classroom teacher regarding ordering lunch.
- All other students are responsible for ordering the lunch that they have discussed with parents.
- Items ordered from the cafeteria will be added to your monthly bill.

Early-Dismissals:

- If you need to pick up your child before school is over, please email your teacher or call the office to let us know.
- When you arrive on campus, please park, come to the door, and press the buzzer to communicate with our front office.

School Dismissal:

- The end of the school day is 3:00 for our Pre-K/Elementary students and 3:10 for our Secondary students.
- Students will stay in their classroom or homeroom class until their ride has been checked into our dismissal queue.
- Vehicles should enter our parking lot using the second entrance in order to enter our dismissal queue.
- Please drive up to the first cone located at the end of our drive before entering our parking lot.
- If you have your Dismissal Sign, please display it on your dashboard.
- If you do not have your dismissal sign, please be prepared to show your ID until we get to know you personally.
- Dismissal Signs will be available for pick up at our office at any time during the first week of school. You may pick up one dismissal sign for each emergency contact registered at our office.
 - Only registered emergency contacts may pick up your student. If you need to carpool with another family or have someone new pick up your student, then please call the office to inform us of this need.
- As you get to the end of the coned area, your student will be radioed for pickup at our front entrance.
- Please reference the Dismissal Map at the end of this document for a visual look of our dismissal procedures.
- If you need to take care of official school business, then please park and see the door attendant for entrance. All of our faculty and office staff assist with dismissal procedures, so you may have to wait until 3:30 to meet the person requested.
- Athletes: Please be patient with our dismissal queue as it may take longer to park and get in for our team practices.

After Care: 3:30 – 5:30 pm

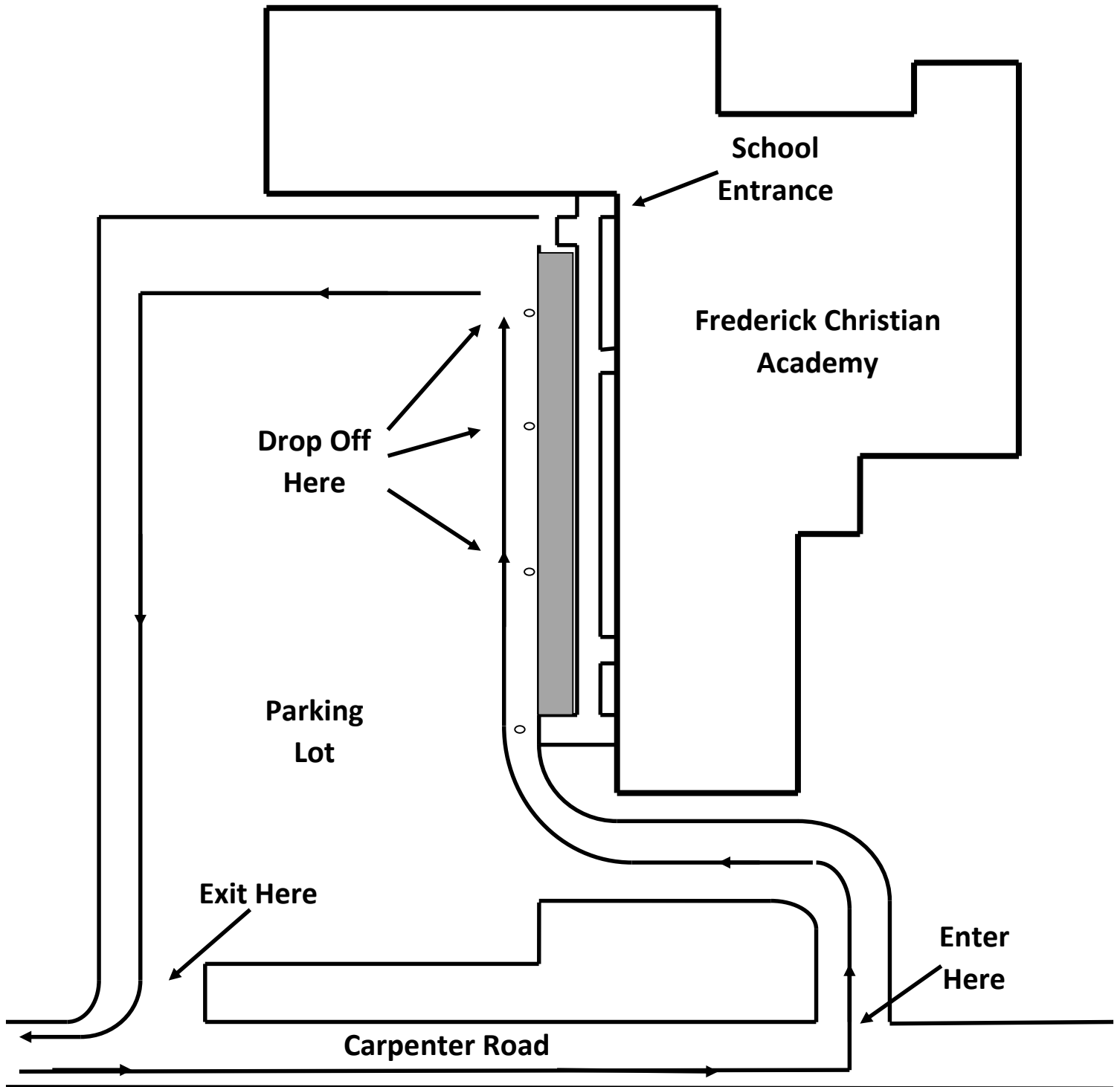
- All students still at school (other than those attending athletic practices) will be entered into our After Care program at 3:30 pm.
- After Care is an extra service provided by FCA and costs \$4 per half hour.
- When picking up your student from After Care, you need to park, come to the door, and ring the buzzer. Someone will be with you shortly to check your ID (if needed) and to radio for your student.

First Day of School:

- On the first-day of school many parents may choose to park and walk their students to the door. Please be extra careful in our parking lot.
- All parents are permitted to walk their students to their classroom on the first day of school, if desired.
- Feel free to take pictures with your student to post on your social media accounts!
- Dismissal Signs will be available for pick-up at any time during the first week of school.
- Arrival and dismissal during the first week of school may take longer than usual. Please be patient with us and each other as we all get used to these procedures!



Frederick Christian Academy Arrival Map



Frederick Christian Academy Dismissal Map

