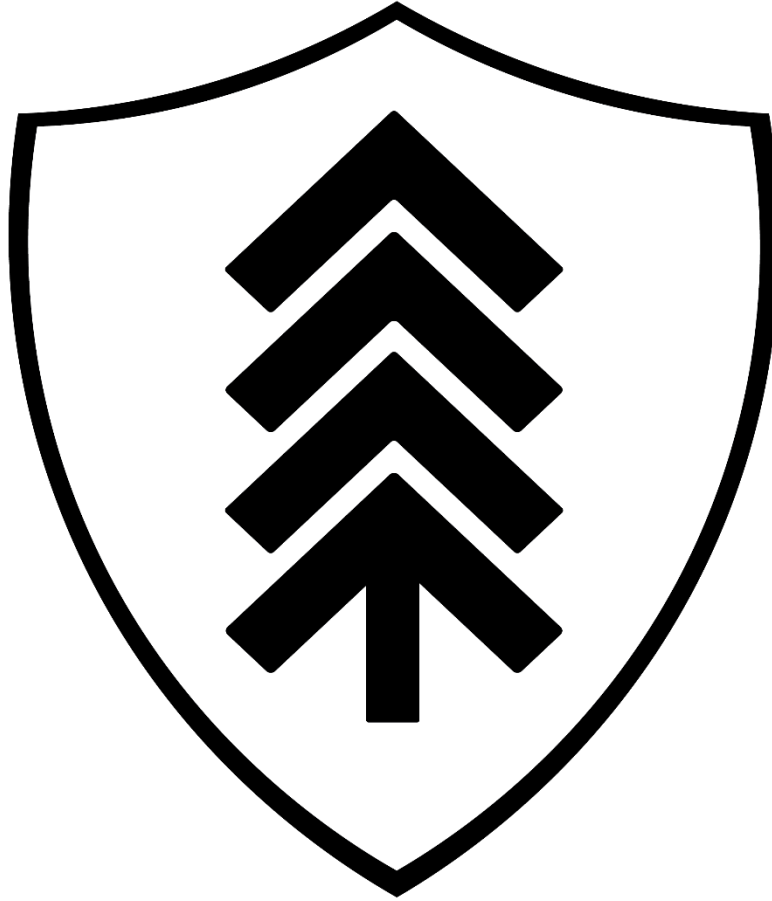


# **PINEWOOD**

## **CHRISTIAN ACADEMY**



## **2025-2026**

# **Parent Handbook**

198 Knight Boxx Road  
Middleburg, FL 32068  
(904) 272-6408  
Fax: (904) 644-0566  
Website: [www.pcaknights.org](http://www.pcaknights.org)

### **Office Hours**

8:00 a.m. – 3:30 p.m. Monday – Friday

### **School Hours**

|      |                        |                 |
|------|------------------------|-----------------|
| PreK | 8:10 a.m. – 12:00 p.m. | Monday – Friday |
| K-10 | 8:10 a.m. – 2:15 p.m.  | Monday – Friday |

### **ADMINISTRATION**

Kelly Arnett – Principal  
Jessie Asplin – Extended Care Director  
Tammy Check – Office Assistant  
Carolyn Griffith – Office Manager  
Joy Layman – Director of Finance  
Anna Lewis – Guidance  
Gil Morales – Athletic Director  
Michele Pena – PreK Director

### **SCHOOL BOARD COMMISSION**

Jay Funyak  
JD Funyak  
Dennis Griffith  
Kristen Long  
Jeremiah Matthews  
Hector Rivera  
Neil Sanders

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## **VISION**

Pinewood Christian Academy (PCA) prepares every student to know and understand the world in which they live and evaluate all ideas in the light of Scripture so that they can participate in fulfilling the cultural mandate through multiplication by communicating the gospel to others through Godly character and the expression and defense of Biblical ideas, and dominion through problem solving, creation, and invention.

## **MISSION**

Pinewood Christian Academy partners with the Christian family to educate covenant children to be world-changers through a rigorous, Christ-centered, Biblically-based school program with excellence in academics, athletics, fine arts, and technology.

## **PURPOSE**

The purpose of Pinewood Christian Academy is to join with families in training covenant children to seek and understand all of life through the teachings and principles of Scripture; to understand that we live in a God-centered universe; to develop and articulate a Biblical worldview; and to be prepared for higher education, jobs, and life.

## **ORGANIZATION**

Pinewood Christian Academy is a church-run, or parochial, school and is a ministry of Pinewood Presbyterian Church. The school board is appointed by, accountable to, and under the authority of the Session of Pinewood Church.

## **ACCREDITATION**

Pinewood Christian Academy is a member of and accredited by Christian Schools of Florida (CSF) and holds membership in the National Council for Private School Accreditation (NCPSA). CSF provides an identity and protection for member schools and a significant voice influencing legal decisions which affect Christian schools at both the state and national levels.

## **EDUCATIONAL STATEMENT**

“Education of every kind is an endeavor shaped by worldviews.” – Bryan Smith, PhD.

A worldview represents our most fundamental beliefs and assumptions about the universe we inhabit. It determines how we answer the “big questions” of life: who am I, where did I come from, why am I here, what is my purpose in life, and what happens after I die? As Christians we need to not only understand what it means to have a Biblical worldview, but also why we should hold fast to that worldview and apply it to all of life.

If we value God, we will believe all that He has said. If we believe all that He has said, we will favor explanations and models that conform to Scripture, and we will reject those that do not. We do not worry that we are being too dogmatic, or that we are “sheltering” children from the “world.” The “world” that we study was created by and belongs to God, and therefore aligning our teaching to His revelation is not a hindrance to understanding the world, but is instead a prerequisite.

Christian parents are called to raise their children to have a Biblical worldview (see Deut. 6:4-9). In partnership with the family, a Christian school should be explicitly teaching a Biblical worldview throughout all content areas. Academic studies are not additional to or separate from Biblical study. The apostle Paul tells us in Romans 12 to “be transformed by the renewal of your mind that by testing you may discern what is the will of God” and in 2 Corinthians 10 to “take every thought captive to obey Christ.” Pinewood Christian Academy trains its students to question the ideas in history, science, math, and the language arts that are contrary to the truths of God. We then lead them in replacing problematic concepts with those that are obedient to Christ and His gospel.

## **DOCTRINAL STATEMENTS**

1. The Bible – the Word of God
  - a. The Bible is God’s written revelation of Himself to man that man may understand, know, believe, and follow after God.
  - b. The Bible is the inspired Word of God (II Timothy 3:16).
  - c. The Bible is not a human product, though man was involved (I Peter 1:20-21). God used the writers with their own style, personality, vocabulary, talent, and culture and so supervised and guided them that what they wrote was exactly what He intended to be written.
  - d. The Bible itself claims to be the Word of God: “Thus saith the Lord.” (Isaiah 1:2; Jeremiah 1:2; etc., over 2,000 times; Exodus 24:3, 4; Hebrews 1:1; Luke 24:44; the testimony of Jesus – Matthew 5:17, 18; and John 10:35).
  - e. Being the very Word of God, the Bible is our only authority for life – our rule of faith and practice (II Timothy 3:14-17).
2. The personal triune God of the Bible is the supreme and absolute controller of all that happens (Westminster C.O.F., III. I.) In all His works of creation, providence, and redemption God orders all things for His own glory (Romans 11:36; Ephesians 1:11-12; Matthew 10:29-31; Prov. 21:1; Romans 8:28).
3. The creation of all things out of nothing (Genesis 1:1; Hebrews 11:3; Isaiah 44:34)
4. The creation of man
  - a. The dignity of man – made in the image of God (Genesis 1:26, 27)
  - b. The purpose of man – to glorify and enjoy Him forever (I Corinthians 10:31; Colossians 3:23)

5. Sin has affected man throughout, even to the extent that he is unable to come to God. He is naturally sinful (Psalm 51:5; Genesis 6:5), defiled in his mind and conscience (Titus 1:15), unable to understand the truth of God (II Corinthians 2:14), deaf (John 8:42-43), and blind (II Corinthians 4:4). Man is not just sick with sin; he is dead in sin (Ephesians 2:1).
6. God's gracious plan of salvation must be totally of the Lord (Jeremiah 13:23; Ephesians 2:8-9; Titus 3:4-7).
  - a. In His sovereignty, God chose to save some men from the penalty they deserve, namely death, which is separation from God (Romans 6:23). Being sinners, none deserve it (Romans 3:10-12), but God in His love and grace gives the gift of eternal life to a number which no man can count (Revelation 7:9-10; Romans 8:28-30; II Thessalonians 2:13; Ephesians 1:3-4).
  - b. Not only did God choose them, but He planned the means by which they would be saved; namely through the death of His Son Jesus, the Christ (Matthew 1:21; Acts 20:28; John 10:14-15, 26-28).
  - c. The Holy Spirit applies the work of salvation to those who were chosen by God. He performs a work of grace (regeneration) in the "dead" sinner, making him alive and thus able to respond to Christ through repentance and faith (Ephesians 2:1-5; Acts 16:14; John 10:27; John 1:12-13).
7. The Work of the Holy Spirit—by the gracious working of the Holy Spirit, the believer is being continually and wholly conformed in the image of God and is enabled to die more and more unto sin and to live unto righteousness.

*This statement of faith does not exhaust the extent of our beliefs. All of the teaching and ministry of Pinewood Church is rooted in and flows out of these biblical doctrines which are developed in more detail in the Westminster Confession of Faith, the Westminster Larger Catechism, and the Westminster Shorter Catechism.*

## **ADMISSION POLICY**

According to the Bible, the primary responsibility for the education of children belongs to the parent. Pinewood Christian Academy has been founded to provide a distinctively Christian education for children. Therefore, an authentically Christian educational program has been developed, the main purpose of which is to facilitate an intimate relationship with Jesus Christ, in whom is found all wisdom. An excellent education is the logical result of the fulfillment of this purpose, and cannot be separated from it.

To be in harmony with this purpose, families who send their children to PCA should desire both an intimate knowledge of Christ and an excellent education for their children. Anything less puts the school and the home at cross-purpose, which can be detrimental to the child. Therefore, at least one parent must be a professing Christian, adhere to the basic precepts of historic, orthodox Christianity, and attend a local church regularly. A written endorsement from the local church is required on the application.

Pinewood Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin. However, we do reserve the right to select students on the basis of a students' past academic performance, as well as the family's religious commitment, lifestyle choices, and willingness to cooperate with school personnel and to abide by school policies.

### **Requirements:**

1. A child entering Pre-Kindergarten/VPK must have reached the age of four years by September 1 of the fall in which he/she would be enrolled. All Pre-Kindergarten/VPK students are admitted on a six-week trial basis and must be fully toilet trained.
2. A child entering Kindergarten must have reached the age of five years by September 1 of the fall in which he/she would be enrolled.
3. A child entering first grade must have reached the age of six years by September 1 of the fall in which he/she would be enrolled.
4. All children entering 2<sup>nd</sup>-10th grades must have successfully completed the previous school year, and his/her schoolwork and behavior compare favorably to the standards at PCA, the child will be placed in the grade for which he/she is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he/she may repeat the previous grade.

With regard to academic considerations, if a child has exceptional abilities or needs, the Administration will determine if placement at PCA is appropriate (please refer to our Exceptional Student Education Policy on p12). Each situation will be examined thoroughly after testing is completed. Exceptions to this policy can only be made by the Administration and/or the Academy Ministry Team.

## **ENROLLMENT PROCEDURES**

### **New Students**

1. Submit the inquiry form on the school website ([www.pcaknights.org](http://www.pcaknights.org) > Contact Us).
2. Set up a *FACTS* account (a link will be emailed) and complete the Parent Questionnaire.
3. Submit the application and pay the \$100 application fee.
4. Complete all of the steps in the Checklist.
5. Participate in a parent interview.

## **Returning Students – Re-enrollment will be automatic moving forward.**

1. Complete a re-enrollment contract and pay the non-refundable enrollment fee.
2. Sign the contract and establish a payment plan (through *FACTS*).

PCA relies on the Re-enrollment Contract to determine staffing and curriculum needs for the upcoming year. Therefore, after March 31, re-enrolled families who choose not to attend PCA in the fall will be ineligible for an Enrollment Fee refund.

## **ATTENDANCE**

### **Absences**

Regular attendance is a key element of a quality education. Learning that takes place during the school day cannot be recaptured by simply making up work. Therefore, PCA enforces the following attendance policy:

1. All absences should be explained via a written note to the teacher or email to ***absent@pcaknights.org*** within three (3) school days. The note should include the date the student was absent and a reason for the absence (acceptable reasons may include illness or injury, family emergency, and/or doctor or dentist appointments that could not be scheduled after school). ***A text message or email to a teacher does not count as a written note for an absence.***
2. If the office is not notified of the reason for an absence, it will be documented as *Unexcused*.
3. Students must be in school at least half of the day in order to be considered Present (i.e. not Absent). Upper School students will be marked present or absent for each period. Each period missed will accumulate. 6 absent periods will result in 1 full day in a nine weeks.
4. A student must be in attendance at school at least half of the day in order to be eligible to participate in any extra-curricular, athletic, or school-related social activities either after school or that evening.
5. If a student is dismissed or checked out of school early because of sickness, they will not be permitted to participate in any extra-curricular, athletic, or school-related social activities either after school or that evening.
6. Make-up work will be provided when a student is absent. The responsibility rests upon the student / parents to get make-up assignment(s). One day of make-up time will be permitted for each day of absence (this grace period will not include long term projects



and/or previously scheduled tests, which will remain due on the originally scheduled dates, per teacher discretion).

7. In the event of an extended absence (e.g. illness, family trip, etc.) parents may request assignments in advance. While teachers will not be *required* to provide all work in advance, they will make reasonable efforts to accommodate the request. All assignments obtained before an extended absence will be due the day the student returns to school. Any assessments missed during the absence will be made up upon return to school. Projects due after the student's return will remain due on those scheduled dates unless there are extenuating circumstances which warrant additional time. ***The grace period noted in #6 above (i.e. one day of make-up time per day of absence) does not apply when assignments have been given in advance of an extended absence.***
8. Extended absences must be documented. These may include:
  - pre-arranged, pre-approved, family trip
  - hospitalization or illness of student or parent/guardian
  - death in the student's or parent/guardian's immediate family
  - court-ordered visitation with appropriate documentation
  - parent/guardian's unforeseen military deployment or exercise
9. A student will be considered truant if he/she accumulates 15 or more unexcused absences within 90 calendar days.
10. Perfect attendance will be awarded at the end of the year if a student has no absences for the school year (*please note: 5 tardies will constitute an unexcused absence – see "Tardies" below\**).

### **Tardies**

When students are tardy, they not only miss important instruction, but also interrupt learning for the entire class. As such, there must be consequences for habitual tardiness. PCA does not wish to punish children for tardiness, especially if it is out of their control. Therefore, the school has established the following Tardy Policy:

- Students arriving after 8:05 a.m. are tardy and **must be checked in at the office by a parent or guardian.** Students may NOT be dropped off to check in by themselves as this compromises their safety. In the event that a parent leaves their student(s) unattended in the parking lot, the child(ren) will be held in the office until the parent returns to sign them in as required.
- Teachers will have a closed-door policy and students **will not** be admitted to class without a tardy slip from the office.
- Teachers will not be expected to make accommodations for students arriving late to school in regards to assignments due, tests or quizzes, or classwork in progress.
- The administration will not designate tardies as excused or unexcused. ***\*Every fifth tardy will result in an unexcused absence.*** Therefore, persistent tardiness may result in the forfeiture of a Perfect Attendance Award.

## **DROP-OFF AND PICK-UP**

To ensure the safety of our students, all cars must load and unload in the designated zone. Please protect our little ones and do not pass in the car line or use your cell phone while in the car line – a few seconds of inattention can result in a terrible accident. Please do not drive away until your car door is securely closed.

Parents wishing to park during car line should do so in either the north lot (before getting into the car line) or in the south lot (after going through the car line). If you are escorting your child(ren) to class during morning car line, you should be extra vigilant and hold the child(ren)'s hand. Students should not be dropped off at the door; parents are not to enter the building without signing in at the school office and securing a visitor's pass.

### **Drop-off Procedures**

Car line will be open for drop-off from 7:50–8:05 a.m. Parents may NOT park and send their children to walk alone during morning car line! ALL non-patrol students dropped off before 7:45 must be signed into the Extended Care program and the parent will be charged accordingly. Any students arriving after 8:05 must be checked in by a parent or guardian through the office and will be considered tardy.

Students may NOT be dropped off to check in by themselves after 8:05 as this compromises their safety. In the event that a parent leaves their student(s) unattended in the parking lot, the child(ren) will be held in the office until the parent returns to sign them in as required.

### **Pick-up Procedures**

Students should be picked up between 2:15 and 2:30p.m. After 2:30, all students not picked up will be checked into the Extended Care program and the parent will be charged accordingly.

Children will be dismissed from school only to parents or someone designated by the parents as authorized to pick up their children. Parents wishing to have children ride home with someone other than themselves or an authorized designee must notify the child's teacher or the office. **This must be done in writing – i.e. send a note with the child.**

In the event of an emergency, please call the school office, and the teacher will be notified of the changes that need to be made that day.

### **Early Check-Out Procedures**

If a student is to be checked out early from school, parents must send a note from home advising the teacher. At the appropriate time, parents must come to the school office to sign their child out before taking him/her off school grounds. Students will not be called out of class until the parent/guardian has arrived in the office to sign him/her out.

A student with an illness or other injury will be taken to the office and the parents will be notified. If the illness or injury is deemed serious, a parent will be called and arrangements made to have the child picked up. ***PCA does not have a clinic, nor is the office staff trained to care for sick or injured children – please have an emergency contact available to pick a child up in case of serious illness or injury.***

No child may be checked out after 2:00 p.m. unless the parent makes a request in writing beforehand. In the event of an emergency, please call the school office as soon as possible. After that time, children are transitioning to carline, and it is important that we start carline on time.

## **CURRICULUM**

### **Methods and Materials**

PCA teachers utilize a variety of teaching strategies based on research in brain-based learning, print and digital resources, and hands-on experiences to ensure the rigorous spiritual and academic growth of every student. Parents are encouraged to become familiar with the textbooks and literature used in the classroom as they are selected to support and enhance our approach to Christian education and to sensitize our children to both good and evil in the world. PCA does not insulate its students against the problems of the world such as materialism, violence, racial intolerance, war, and/or hatred; rather, our goal is to teach our students to confront these issues from the Biblical worldview.

### **Homework**

Homework plays a vital role in helping students develop essential skills and become more independent in their learning. Homework offers students valuable opportunities to build responsibility as they carry materials between home and school, stay organized, and manage their time effectively to complete assignments. For this reason, it is important that teachers guide students in understanding homework expectations and teach them the study habits needed for success.

At Pinewood Christian Academy, homework is never assigned as mere “busy work” or as a form of punishment. Instead, teachers assign meaningful and manageable amounts of homework at their discretion. On average, students can expect the following daily homework time:

- 20 minutes grades K-2
- 30-40 minutes grades 3-6
- 60+ minutes grades 7-10

Please note that this does not include long-term or ongoing assignments, such as reviewing math facts or spelling words, science/history projects, book reports, research papers, etc. Whenever possible, teachers will avoid assigning homework on Wednesday nights to allow for families’ and students’ attendance at church functions. If an issue arises because of the amount or difficulty of homework assignments, please contact the teacher.

**However, the amount or difficulty of homework will not be adjusted simply because a child has other demands on his/her time (e.g. sports, lessons, travel, etc.).**

A student planner will be provided in grades 1–6. Students in grades 7-10 are required to pay for their planners; you may purchase one on your own or one from the school. Class topics, homework, test dates, and project deadlines can be viewed on each teacher's page in *FACTS*.

### **Resource / Elective Classes**

In addition to core academic courses, PCA provides resource and elective classes for most grades including Spanish, Technology, Physical Education, Art, Music, and Library. Students in K-6 are given grades for their participation using the O,S,P,N,U grading scale, and students in grades 7-10 are assigned grades on the A,B,C,D,F scale. These grades are not used in determining readiness for the next grade level (i.e. promotion); however, students in grade 9-10 will be granted credit (or not) based on their grade.

### **Chapel**

This is a special service of worship for students, families, and faculty each Thursday (PreK-6 at 8:25am and 7-10 at 1:30pm). These weekly gatherings provide opportunities to:

- praise our Lord through song and instrumental music
- become more knowledgeable of His Word through the study of Scripture, dramatizations, and videos
- celebration of community through testimonies, prayer, fellowship, and recognition of achievements

Parents and siblings are welcome to attend chapel; if you would like your student(s) to sit with you, please have them join you in the rear rows. Check in times for chapel are 8:10-8:40.

### **Field Trips**

Because learning can sometimes best occur in places other than school, your child's teacher will arrange for field trips throughout the year. Permission slips for individual field trips will be sent home prior to each trip. Details will be announced in advance and an *Annual Field Trip Release & Emergency Medical Form* are included in the enrollment paperwork on *FACTS* at the beginning of the school year. If for some reason a parent does not want their child to go on a particular trip, please speak with the teacher to make other arrangements. If the teacher has not been contacted, an absence will be considered unexcused.

**Parents must be SafeCARE trained and background checked 7 days prior to the field trip date to be approved as a driver and/or a chaperone.** Parents planning on driving on a field trip need to supply a copy of their driver's license and current insurance card. Please call the school office for more information.

Chaperones will be responsible for appropriate supervision of an assigned group of students throughout the field trip. *If a parent cannot accompany the class for the entirety of the field trip and/or supervise a group of students, (s)he will NOT be approved as a chaperone.* **Siblings are not permitted on field trips** even if the parent is a driver or chaperone. Car assignments will be established by the teacher. Students are to ride in the same car coming and going on the trip. We will try our best to accommodate all students. If there is no limit for chaperones at location, ALL parents are welcome.

### **Technology Policy**

Students will utilize various forms of technology in the classroom, library, and technology lab. Before being permitted to access the Internet at school, students (and parents) must read and agree to the *Internet Acceptable Use Policy*. Any inappropriate use of technology may result in the loss of Internet privileges and/or disciplinary action including suspension or expulsion.

## **ASSESSMENT OF STUDENT PERFORMANCE**

### **Grading Codes and Scales**

The evaluation of learning is one of the ways teachers communicate students' progress. Therefore, grades will be assigned as follows:

|               |                       |         |
|---------------|-----------------------|---------|
| <b>K- 2nd</b> | O – Outstanding       | 90-100% |
|               | S – Satisfactory      | 80-89%  |
|               | P – Progressing       | 70-79%  |
|               | N – Needs Improvement | 60-69%  |
|               | U – Unsatisfactory    | 0-59%   |

|                 |               |         |
|-----------------|---------------|---------|
| <b>K – 10th</b> | A – Excellent | 90-100% |
|                 | B – Very Good | 80-89%  |
|                 | C – Average   | 70-79%  |
|                 | D – Failing   | 60-69%  |
|                 | F – Failing   | 0-59%   |

### **Grades and Sports Participation**

Interscholastic student athletes must maintain a minimum of 70% in each academic subject (including Math, Reading / Language Arts, Science, Social Studies, and Bible) during the particular season in which the student is playing. Failure to meet these minimums in any of these classes will result in the student being declared ineligible to participate in his/her chosen sport. The student may be reinstated when the (s)he meets these minimums on subsequent progress checks. Student athletes are also expected to maintain good behavior.

### **Weekly Folders**

PreK – 5th grade students will have folders containing their work sent home daily/weekly per your teacher's instructions. Included in the folder is a form designed for teachers to give comments and a weekly conduct report. Students are to review their folder with their parents, then return the folder with a parent's signature if required.

### **FACTS**

3<sup>rd</sup> – 10<sup>th</sup> grade teachers will post grades weekly on *FACTS* which will be viewable by parents online. Information will be provided to parents about the activation of their *FACTS* accounts. It is the parents' responsibility to monitor their student's progress through each academic quarter (printed progress reports will only be issued by request). Parents may set academic and behavior alerts so that *FACTS* will send a notification when any grade or note is entered below whatever threshold they set.

### **Report Cards**

Report cards are sent home with each child at the end of 2<sup>nd</sup> and 3<sup>rd</sup> grading periods (the first report card is given on *Conference Day* and the 4<sup>th</sup> is mailed home). Parents should sign and return report card envelopes within three days of receipt. If lost, a replacement report card envelope may be purchased from the school office for \$1. Subsequent report cards will not be sent home until the envelope is replaced. *Report cards will not be issued if there are any outstanding financial obligations.*

### **Parent–Teacher Conferences**

Awareness, sensitivity, and frequency are the keys to successful parent and teacher communication, and parent-teacher conferences serve to unite the school and home in the child's best interest. Students may also be present at conferences, upon agreement of both the teacher and the parents. **If the child is present, please include him/her in the conversation and ensure that he/she sees parents and teacher working together for his/her benefit.** Information that is shared should be helpful, specific, and useful to the building up of the student, parent, and/or teacher (I Thessalonians 5:11).

A conference day is scheduled at the end of the first grading period; this day is a student holiday. The conference is mandatory for students in grades K–6 and optional for students in grades 7–10, unless the student has a grade of D or F—in which case, a meeting with the teacher is required. If a conference is requested, upper school parents will meet with all core teachers at the same time. While both parents are encouraged to attend, either in person or via telephone, only one parent is required. First quarter report cards will be given at that time; no report cards will be distributed prior to the conference day. After the first quarter, teachers are required to request conferences if they see a drastic change in a student's behavior or performance, or if a student is in jeopardy of failing. Parents may request a conference at any time during the school year.

### **Standardized Testing**

Students in grades 2-10 are given standardized benchmark tests each year. Parents may request to see the results of these tests at any time; however, an official annual report will

only be sent home with the final report card in June. Parents are encouraged to use discretion when sharing the results with their children. Every child is made in the image of God and is endowed by Him with various gifts and abilities. While these tests are valuable as one tool for assessment of a student's learning, it is not a measure of the value, worth, or intelligence of a child. Questions or concerns regarding interpretation of the results of these tests should be directed to the teacher or the administration.

### **Exceptional Student Education Policy**

At times, there may be a student who meets the school's requirements for admission yet needs assistance beyond regular instruction in an academic area; this may include speech and/or hearing, a learning disability, or other health impairment. In such cases, parents should meet with the teacher and administration to discuss possible testing and/or accommodations.

While the school desires that each child is placed in a classroom environment that meets his/her needs emotionally, academically, physically, and spiritually, PCA is not obligated to implement Individualized Education Plan (IEP) or 504 Plan accommodations. After conferring with the parents, the administration will decide if PCA can provide the appropriate accommodations for a student.

If a child has undergone psychoeducational testing, a copy of the results and recommendations must be provided to the administration before any accommodations can be provided in the classroom. If a child begins to exhibit behaviors associated with a learning disability, parents may consider having an evaluation done either through Clay County Schools or through a private provider. *When requesting that teachers fill out paperwork related to such testing, parents should give all forms to the Office Manager, as well as a pre-addressed stamped envelope to each requesting organization.*

### **Promotion**

Kindergarten: promotion to first grade is contingent on meeting or exceeding grade level expectations of all skills and teacher input.

Grades 1-2: promotion to the next grade level is contingent upon achieving a final grade of meeting or exceeding grade level expectations in the areas of Reading / Language Arts, Mathematics, and Bible.

Grades 3-10: Promotion to the next grade level is contingent upon successful completion of the required course work, and the student achieving

- a final average of **C** or above in Mathematics
- a final average of **C** or above in English / Language Arts (including Reading, English, and Spelling)
- and an overall average of **C** in Science, Social Studies, and Bible

### **Academic Probation**

A student may be put on Academic Probation if he/she is not performing to the standards required for promotion. This may include, but is not limited to

- earning a D or F for one or more quarters in one or more subjects
- earning a D or F in conduct for one or more quarters

### **Retention**

PCA reserves the right to recommend retention, or dismiss a student, at the end of the year for failure to make satisfactory academic progress.

### **Honor Roll**

“A” and “A/B” Honor Roll recognition is given at the end of each quarter in grades 3-8.

- Students in grades 3-6 must earn A’s and/or B’s in the core subjects including Language Arts (English, Reading, and Spelling), Math, Social Studies, Science, and Bible, as well as earn A’s and/or B’s in all Resource classes.
- Students in grades 7-10 must earn A’s and/or B’s in all classes (including electives) to achieve Honor Roll.
- All students in grades 3-10 must earn an S or O in Conduct to qualify for the Honor Roll *regardless of his or her academic grades*.

### **VOLUNTEERING & PARENT / TEACHER FELLOWSHIP (PTF)**

All families are encouraged to participate in school activities. The best way to connect with the PCA community is to get involved in the Parent / Teacher Fellowship (PTF). PTF is a parent-run organization that helps to integrate new families, promote the school, coordinate volunteers, and foster communication between the school and parents.

PCA does not require volunteer time annually. However, for every 5 hours that families volunteer, their students will receive a *Dress Down Day* card which can be used on any Friday (Dress Down Day rules apply – see p18).

Opportunities to volunteer include:

- helping in a classroom
- helping at home (baking, preparing crafts, providing supplies, etc.)
- helping in the school office or library
- helping at one of our annual all-school events (Scholastic Book Fair, Grandparents Day, Sporting Clays Tournament, Family Dinner & Auction, and Race for Education) – these events act as both fundraisers and family fellowship opportunities, and parent involvement is both essential and appreciated!
- any other general help as needed in the school
- spirit days
- teacher appreciation/hospitality

Please note: all individuals who wish to volunteer “behind locked doors” during the school day, and/or as chaperones on field trips, must complete SafeCARE training to ensure the safety of our children. A copy of the completion certificate must be submitted to the school



office for a background check. SafeCARE can be accessed through the school's website ([www.pcaknights.org](http://www.pcaknights.org) > Current Families > Important Links).

*\*Any promotional materials or solicitation requests from school families or friends must be sponsors of the school and will need to be submitted to the school office for approval.*

### **Classroom Visits**

Parents are welcome at the school and may schedule a visit to observe a classroom in operation by calling the school office. It is understood that these visits are subject to approval by the classroom teacher and the administration, and that a visit may have to be rescheduled for a day other than that which was requested. On the day of your visit, you must check in at the school office and get a visitor pass before going to the classroom.

Should something need to be delivered to a child during the school day (e.g. lunch, homework, clothes, etc.), please have it marked clearly with his/her name and grade, and bring it to the school office. It will be delivered at a time that does not interfere with classroom instruction. Parents may not go directly to the classroom during the day.

### **Class Parties**

Class parties will be scheduled at the discretion of the teacher, PTF representative, and administration. Please make advance arrangements with the teacher to send special treats from home to celebrate a birthday. Birthday presents will not be exchanged at school. *Invitations to a private party outside of school and the school day must not be passed out during school unless there are sufficient invitations for the entire class.*

### **LUNCHES AND SNACKS**

Students are encouraged to bring a snack to eat during their morning break. Foods which are nutritious and healthy, such as carrot or celery sticks, fresh fruits, and cheese, is recommended. Water or juice boxes are acceptable drinks for snack; please do not send sodas, energy drinks, milk products, and/or caffeinated beverages.

Lunches will be eaten in the picnic pavilion, or in the classroom in the case of inclement weather. Parents may order hot lunches for their child(ren) online at [mymealorder.com](http://mymealorder.com). Orders must be completed and paid for in advance.

Hot lunches are served Monday through Friday. In the event of an absence, hot lunches cannot be saved, as we do not have the space to store them safely. It is the parents' responsibility to check their child's field trip schedule and avoid ordering lunch on those days. We are unable to make any changes once lunch orders are closed. **There is no provision for any student in the Academy or Extended Care program to warm food in a microwave.** Sodas are available for purchase for students in grades 9–10 any day during lunch. All Upper School students (grades 7–10) may purchase beverages during Thursday lunch.

***\*All lunches being delivered to students by a parent or by a delivery service (e.g. DoorDash) must arrive by the student's lunch time. Meals delivered after the student's lunch time will be refrigerated and given to the student at the end of the day.***

## **LOST AND FOUND**

**Parents and students are strongly encouraged to put names in clothing and on all belongings.** Lost and Found items are kept in the school office but are cleared out on a regular basis. Parents and students who have lost items are encouraged to come and look through what has been turned in.

## **HEALTH & SAFETY**

Parents are asked to cooperate with the school in minimizing the spread of communicable diseases among children. Children should not come to school if there is evidence of any of the following symptoms: fever, rash, persistent heavy cough, headache, diarrhea, or vomiting. ***No student with a temperature of 100 degrees or higher may be in school. STUDENTS MAY NOT RETURN TO SCHOOL UNTIL THEIR TEMPERATURE HAS BEEN BELOW 100°, WITHOUT THE AID OF MEDICATION, FOR AT LEAST 24 HOURS.***

Students who become ill during the day or who sustain a significant injury will be taken to the office and their parents will be contacted. If the illness or injury is deemed serious, a parent will be called and arrangements made to have the child picked up. ***PCA does not have a clinic, nor is the office staff trained to care for sick or injured children – please have an emergency contact available to pick a child up in case of serious illness or injury.***

Students who stay home or are sent home because of illness may not participate in any extra-curricular activities until the illness is resolved. Students who are unable to participate in recess activities or Physical Education because of illness must have a note from home or a doctor. ***A parent note is sufficient for a student to sit out of Physical Education for TWO days only; after that, a note must be provided by a doctor or the student's grade will be negatively impacted by non-participation.***

## **Medications**

All medications are to be given at home when possible. In regards to medications at school, whether prescription or non-prescription, the following procedures will be followed:

1. Parents must bring ***all*** medication to the school office which will be kept in locked storage. ***All medication must be accompanied by a signed request from the parents, including administration directions.*** Forms are available in the school. Any changes in

the request or administration directions must be submitted in writing to the office and signed by the parent.

2. Students are not allowed to keep any medication in their possession during the school day. Exceptions include an inhaler or Epi-pen / Epi-pen Jr., which must be accounted for by a parent note kept on file in the school office. *This includes but is not limited to cough drops, pills of any kind, and essential oils.*
3. Prescription medicine must be in the original prescription bottle as prepared by the pharmacist. The label must bear the student's name, the doctor's name, name of the drug, date, and the directions for the dosage and frequency of administration.
4. Non-prescription medications must be in the original packaging. Non-prescription medications may include ibuprofen or Tylenol, ointments, lotions, creams, cold tablets, and cough medicine or lozenges.
5. Medication will be dispensed only by designated personnel; students will not be allowed to administer any medication to themselves (with the exception of aforementioned student inhalers or Epi-pen/Epi-pen Jr. which must be accounted for by a parent note kept on file in the school office).
6. Parents need to pick up their student's medication at the end of the school year. Any medications not picked up after the last day of school will be discarded.

### **Peanut & Nut Policy**

Every classroom will have a peanut/nut-free area that will be cleaned daily. Teachers will monitor for cleanliness. Also, a peanut/nut-free lunch table is provided under the picnic pavilion for children with peanut/nut allergies. Classmates may eat at the peanut/nut-free table as long as they do not have peanut/nut products in their lunch.

Students will be encouraged to thoroughly wash their hands after eating to reduce potential cross-contamination of common surfaces in the school community including door knobs, computer keyboards, balls, playground equipment, etc. Students who have eaten peanut butter, peanuts, or nuts before coming to school, should wash their hands to help prevent accidental cross-contamination of common surfaces.

Parents should bring an Epi-pen/Epi-pen Jr. to keep in the office for a child with a known peanut/nut allergy. An *Emergency Action Care Plan* signed by both the parent and a physician should be kept on file in the school office which will then be presented to the child's teacher(s). All relevant staff members will be trained in the use of the Epi-pen /Epi-pen Jr.

### **Head Lice Policy**

When a child has a confirmed case of head lice, he/she must be picked up from school as soon as possible. He/She must then be treated either by a professional or at home.

The child must be nit free in order to return to school. **Parents must bring their child(ren) to the office to be cleared before they are readmitted to class.**

## **DRESS CODE**

Research shows that the educational atmosphere of a school is enhanced when students' appearance is "uniform." The PCA dress code is based on a "menu" format. Students may choose from the clothing items indicated below for their normal school dress every day of the week. Please select clothes for comfort and freedom of movement. Denim fabrics are not appropriate. Shirts must be tucked in. Belts are required if the garments have belt loops (with the exception of PreK-2<sup>nd</sup> grade students). Clothing required by the PCA dress code can be purchased at most department stores including Target, Walmart, Kohl's, etc.

PreK-8<sup>th</sup> grade boys must wear solid navy or khaki slacks or shorts; and solid white, gray (light or dark) hunter green, navy or our special edition blackout polo (available through the school store in FACTS) collared long- or short-sleeved knit shirts or collared white oxford style shirts long enough to be tucked in.

PreK-8<sup>th</sup> grade girls must wear solid navy or khaki slacks, shorts, jumpers, skirts, or culottes / capri pants; and solid white, gray (light or dark), hunter green, navy or our special edition blackout polo (available through the school store in FACTS) collared long- or short-sleeved shirts long enough to be tucked in, or collared blouses. Sleeveless tops are inappropriate. Shorts, skirts, etc., must be below mid-thigh. Shirts must be buttoned appropriately without showing undershirt, tank-top, or bodice.

### **\*High School Dress Code**

Students in 9<sup>th</sup> – 10<sup>th</sup> grade may "dress down" every day (see Dress Down Day guidelines on the next page).

### **Winter Wear**

Solid white, gray (light or dark), hunter green, or navy turtlenecks and solid colored navy or khaki pants, skirts, and jumpers are acceptable during cold weather. Leggings may only be worn under shorts or skirts which meet the length requirements; *jeggings, skinny jeans, and/or yoga pants are not to be worn.*

The only acceptable outerwear to be worn in class is PCA logo outerwear, such as a PCA sweatshirt, PCA hoodie, or other PCA logo outerwear. **Students are expected to wear required shirts underneath winter wear (i.e. students may not wear just a t-shirt under their sweatshirt).** Non-logoed coats are for outside wear only.

### **Footwear**

Proper footwear, fully laced or fastened securely on the feet, is necessary for safety. Sandals, Croc-style shoes, high heels, platforms, open-toed or open-backed shoes are not acceptable.

### **Hair and Jewelry**

Boys' hair must be neatly groomed and out of the eyes and must not touch the collar. Girls' hair must be neatly groomed and out of the eyes and face. Fad hair color is not allowed. Students may not wear jewelry to school that pierces the body with the exception of girls wearing earrings.

### **Required Chapel & Field Trip Attire**

Monogrammed hunter green shirts and khaki bottoms must be worn on Chapel days (Thursdays) and on field trips, unless otherwise indicated. *PreK students may wear their Little Knights t-shirt for Chapel and field trips.*

### **Physical Education Attire**

A P.E. uniform for K – 10<sup>th</sup> grade students is mandatory on P.E. days. The P.E. uniform consists of a PCA Knights t-shirt (purchased from the school) or other official Knights spirit wear, and solid black or hunter green athletic shorts (which may be purchased at any store). All shorts must conform to normal dress code length: mid-thigh. *Spandex or leggings may be worn underneath shorts, but shorts must still meet length requirement.* Solid colored sweats may be worn for P.E. only in the winter for warmth. Socks and supportive athletic shoes are to be worn during P.E.

Kindergarten through 10th grade students may wear their P.E. uniforms to school on the day they are scheduled for P.E. The only exception is for Upper School students in Chapel Praise, who must wear their chapel uniform to school and change into their P.E. uniform afterward.

### **Dress Down Days**

There are special times when students may have *Dress Down* privileges. Students who have *Dress Down Day* cards are permitted to use those on Fridays. Also, all students may dress down every other Wednesday ("Hump Dayz") with a \$3 contribution to end-of-year activities fund.

Guidelines for clothing that may be worn on *Dress Down Days* are as follows:

- For safety reasons, shoes and socks will be the same as on regular school days. No sandals, Crocs, high heels, platforms, open-toed or open-backed shoes.
- Shirts may be untucked if designed for this, although the length may not pass the fingertips. Shirts must be long enough to cover the stomach when arms are raised. Shirts that are sheer or embroidered may be worn only with an appropriate layer underneath. No sleeveless shirts or tank tops may be worn. Shirts should not display inappropriate slogans, images, or language.

- Denim pants are acceptable; Leggings, skinny jeans, jeggings, and/or yoga pants may only be worn ***with shorts or skirts which meet the length requirements***.
- Pants/shorts must be worn securely around the waist and must not drag on the ground.
- Ripped clothing is not acceptable.
- Pajamas are not acceptable.
- Hats are not acceptable.

*Dress Down Day* cards are only transferrable among immediate family members and **NOT** transferrable among other students.

### **Attire for Extracurricular Activities**

Clothing worn for extracurricular activities should be modest and appropriate for the activity.

### **Dress Code Non-Compliance**

Parents are responsible to send their children to school wearing clothing that conforms to the spirit and guidelines of the dress code. While we recognize that families have different convictions about the specific interpretation of neatness and modesty, the school reserves the right to make judgment calls regarding dress code compliance and expects support from students and parents.

If a student's attire does not adhere to Dress Code guidelines, the student's teacher will document the infraction in *FACTS* as a discipline incident; students will not be sent out of class for dress code violations. **After three non-compliance incidents in one semester, the student will be referred to the administration for disciplinary action.**

### **DISCIPLINE POLICY**

It is the aim of Pinewood Church and Pinewood Christian Academy to promote the highest possible standard of conduct to sustain an atmosphere conducive to learning. As such, PCA students are expected to behave in a manner that reflects well upon their Christian faith, their school, and their families.

Students can and do achieve self-discipline by first conforming to structured discipline. Therefore, in order to truly partner with each family, understanding of and agreement with this discipline policy is essential. This is one reason PCA includes in its *Family Covenant* the following statement:

***We agree to actively support the faculty, administration, and staff as together we strive to provide our child(ren) with an excellent education in an environment that emphasizes compassion and responsibility. This includes, but is not limited to, providing daily support and accountability for our child(ren)'s academic success, complying with disciplinary practices, and upholding the Biblical values that are foundational to all school policies and practices.***

## **Philosophy**

PCA believes that the Bible clearly instructs believers to bring their children up in the “discipline and instruction of the Lord” (Ephesians 6:4). Therefore, discipline at PCA is intended to teach God’s commands, in love, to accomplish good for the person being disciplined.

The primary concern at PCA is the hearts of students, as God has clearly revealed in His Word that behavior mirrors the posture of the heart (Luke 6:45). Therefore, commendable behaviors are encouraged by using positive reinforcement and inappropriate behaviors are corrected by applying natural consequences of the student’s conduct and attitude. And, just as Christ has reconciled us to God, all discipline is intended to be restorative in nature (Hebrews 12:11), offering grace with consequences to students when they make poor choices and teaching them how to behave differently in the future.

The following Code of Conduct was created in order to promote consistency among all teachers / classes. While it presents general cause & effect scenarios, all issues are handled on an individual basis, taking into account the context, severity, and recurrence of the behavior.

## **Code of Conduct**

Please note that not all possible behaviors are included here, and the administration reserves the right to confront issues which may not be specifically listed. In addition, while this guide may refer to specific behaviors, it is desirable that all students conduct themselves according to the “spirit of the law” rather than the “letter of the law.” Behaviors have been classified into three Tiers as listed below:

### Tier 1

1. Disruption of class.
2. Failure to treat teachers, staff, and/or fellow students with dignity, courtesy, kindness, and consideration (this applies also to interactions with others about teachers, staff, and/or fellow students – including email, text messaging, social media, etc.).
3. Dishonesty in social (e.g. lying), academic (e.g. cheating or plagiarism), or disciplinary situations (failure to own up to or accept responsibility for one’s actions).
4. Obscene, vulgar, or profane language or gestures; taking the Lord’s name in vain.
5. Engaging in inappropriate physical contact, including horseplay and/or public displays of affection at school or school-related functions.
6. Abuse or neglect of school property; students (and by extension, parents) will be held responsible for the replacement of, repair of, and/or payment for damage to school property (including textbooks).

7. Writing, reading, and/or passing or receiving personal notes in class.
8. Use of portable electronic devices including, but not limited to, gaming devices, tablets, smart watches, etc.) during the school day, during Extended Care, or on field trips (unless otherwise noted). If these items are seen by teachers or staff, they will be taken away and sent to the office where they must be picked up by a parent. ***\*Smart watches may not be worn at school even if they are not connected to a phone.***  
  
*\*The school strongly discourages students having cell phones at school. However, if parents deem it necessary that their child have a cell phone at school, **it must be turned off** and stored in a secure place out of sight at all times. If a student has a cell phone out during the school day, during Extended Care, or on field trips (unless otherwise noted) it will be taken away and turned in to the office where it must be picked up by a parent. PCA will not be responsible for lost or broken cell phones.*
9. Dress Code infractions (please refer to *Dress Code* in the previous section).
10. Possession of toys or games unless for a school-sanctioned activity.

## Tier 2

1. Multiple or persistent infractions of Tier 1 behavioral standards
2. Failure to be in the right place at the right time; OR being in a place that is deemed inappropriate or “out of bounds”; OR persistent tardiness (especially Junior High).
3. Harassment or bullying, including, but not limited to, gossip, persistent teasing / name calling, social isolation, intimidation, and/or humiliation. *\*While PCA recognizes that such behavior occurring among students outside of school, whether in person, or via social media or the Internet, can and does affect the learning environment in school, it is ultimately incumbent upon parents to resolve the issue.*
4. Organizing groups or “clubs” which (intentionally or not) exclude, discriminate against, or ostracize other students or groups.
5. Minor theft

## Tier 3

1. Multiple or persistent infractions of Tier 1 and/or Tier 2 behavioral standards
2. Threatening or encouraging physical or emotional harm whether in person, or in written or digital form.
3. Fighting (i.e. pushing or striking a person with the intention to harm).



4. Major theft.
5. Leaving an assigned chaperone or location (i.e. “sneaking off”) during a school sponsored activity.
6. Possession of items such as weapons (real or fake), alcohol, tobacco, vaping devices and/or paraphernalia, incendiary devices (including matches, lighters, fireworks, etc.), narcotics or any medication (Rx or OTC), etc. at school or during school functions.

## **Disciplinary Actions**

### Tier 1

The majority of Tier 1 discipline will be handled informally in the classroom and teachers will always attempt to communicate with parents when a student’s behavior becomes disruptive of learning or detracts from the teacher’s ability to effectively teach. Teachers will communicate through a planner, and email, or a phone call.

In general, teachers will use a “3 strikes” approach in which students are given two warnings, either by moving a child’s clip on a behavior chart, writing a student’s name on the board, or some other appropriate method. Upon the third warning, a consequence will be given by the teacher including, but not limited to, time out, moving of seat, loss of privilege, behavior journal, etc.

All contraband items (e.g. toys, games, electronic devices) will be confiscated and sent to the office to be picked up by a parent.

### Tier 2

In cases where disrespect and/or disruption is persistent and/or correction in the classroom fails to produce a change in behavior, OR the misbehavior is extreme to the point of requiring immediate intervention, the student will be referred to an administrator. Potential consequences for Tier 2 behaviors include, but are not limited to:

- lunch detention – a student must eat his/her lunch in the office by him-/herself and miss recess for the day
- after-school detention – a student must stay after school for one hour, during which time he/she will be counseled by the administration
- after-school work detention – a student must stay after school for one hour, during which time he/she will be counseled by the administration and contribute volunteer time to campus clean-up

- in-school suspension – a student must spend his/her school day in the office; teachers will supply work for the student to complete, but he/she will not participate in lunch/recess or any resource classes scheduled for that day

An administrator will contact the parents to communicate the severity of the issue and its effects on the student and his/her peers, as well as the consequences to be administered.

### Tier 3

Tier 3 behaviors are considered extreme and will result in immediate disciplinary action as well as referral to civil authorities if appropriate. With any Tier 3 infraction, a mandatory parent conference will be held with the teacher / staff member and the administration, and the student will be placed on a behavioral probation contract.

Tier 3 consequences include, but are not limited to:

- in-school suspension – a student must spend his/her school day in the office; teachers will supply work for the student to complete, but he/she will not participate in lunch/recess or any resource classes scheduled for that day
- multi-day in-school suspension – a student must spend two or more school days in the office; teachers will supply work for the student to complete, but he/she will not participate in lunch/recess or any resource classes scheduled for those days
- out-of-school suspension – a student will be prohibited from attending school for one day; teachers will supply work for the student to complete, and missed tests will be made up at the teachers' discretion; the student may not participate in any extra-curricular, athletic, or school-related activities during out-of-school suspension
- multi-day out-of-school suspension – a student will be prohibited from attending school for two or more days; teachers will supply work for the student to complete, and missed tests will be made up at the teachers' discretion; the student may not participate in any extra-curricular, athletic, or school-related activities during out-of-school suspension
- forced withdrawal / expulsion – if a student's behavior is so severe that he/she impedes the smooth operation of the class or school, endangers others, commits a crime, or shows no sign of remorse and/or repentance he/she will be asked or compelled to leave PCA. *If a child is dismissed for disciplinary reasons, parents will still be responsible for payment of tuition due for the remainder of the current quarter.*

Please note: while Tier 2 disciplinary actions are documented and kept on file in the office, Tier 3 discipline (i.e. out-of-school suspensions and/or expulsion) become part of the student's permanent record.

### **Misconduct Outside of School-Sponsored Events or Activities**

PCA believes that the primary responsibility for children's behavior outside of school rests solely with the parents. Therefore, the administration will defer consequences for reported student misconduct outside of school-sponsored activities or events to the student's parents or guardians unless the misconduct is illegal, is potentially damaging to PCA's testimony and/or reputation, or would normally result in automatic expulsion as outlined above. If the Head of School concludes the reported misconduct should result in expulsion, he will immediately initiate, with appropriate parental involvement, an inquiry to determine the severity of the misconduct and the appropriate disciplinary action.

### **Corporal Punishment**

PCA does not administer corporal punishment.

### **ACADEMY / HOMESCHOOL PARTNERSHIP**

Pinewood Presbyterian Church believes that each family has the right and responsibility to determine the best methods and/or setting for educating their children. As such, we support families whether they choose to send their children to public school, private school, Christian school, or homeschool.

As a ministry of Pinewood church, Pinewood Christian Academy was established to provide its members with an authentically Christian educational program. Historically, the Academy has partnered with homeschool families to provide access to its excellent extra-curricular activities. As the school has grown, it has become necessary to formalize that partnership. If you are, or know of, a homeschool family that would like to participate in the after-school programs, please pick-up a copy of the policy from the school office or encourage that family to do so.

### **EMERGENCY SITUATIONS AND CLOSING OF SCHOOL**

In an emergency situation during school hours, appropriate measures will be taken to ensure the safety of all students. **No students will be released to parents during a lock down or tornado warning.**

There may be times when weather conditions make it impractical or even dangerous for students to come to school; in such cases parents will be notified through the school's Phone / Text Messaging System which will notify all families simultaneously with a message from the administration.

### **FINANCIAL POLICIES**

#### **Tuition Payment**

Pinewood Christian Academy is wholly dependent upon families paying their tuition to fulfill its financial obligations and operating expenses. Therefore, every family is required to sign a contract and establish a payment plan through *FACTS* at the beginning of each year. Additional charges may be assessed including field trips, uniform purchases, and/or Extended Care fees.

### **Delinquent Payments**

Delinquent tuition is grounds for dismissal from the school. When a student's tuition payment or other fees, including Extended Care, is 45 days in arrears the student may be dismissed until all accounts are current. No report cards, grades, transcripts, or school records will be transferred or provided until all past due accounts are settled. Summer care fees must be paid in full prior to the first day of school.

*Any family having sudden or unexpected financial difficulties should contact the school office as soon as possible to work out an alternative payment schedule and/or apply for financial assistance.*

### **Voluntary or Forced Withdrawals**

Tuition will be assessed each quarter. If a child is withdrawn at any time during the school year, parents will be responsible for the remainder of tuition due through the end of the current semester. Records will not be released until all accounts are up to date.

### **EXTENDED CARE PROGRAM**

All regularly enrolled students of PCA may use this program on a drop-in or regular basis. Fees are as follows:

**Enrollment Fee**      \$50.00 per year for the first child and \$30.00 for each additional child per year

**Hourly Fees**          \$8.50 per hour, with a one-hour minimum charge. After the first hour, the time will be accounted for in ½ hour increments (any time from 5 minutes to 30 minutes will be considered a ½ hour).

*\*Contracted weekly rates are also available; please contact the office for more information.*

**Morning**                7:00 a.m. – 7:45 a.m.

**Afternoon**            12:00 p.m. – 2:30 p.m. (Pre-K only)  
2:30 p.m. – 6:00 p.m. (Pre-K through 10<sup>th</sup> grade)

**Late Fees**            **\$1.00 per minute for each minute after 6:00 p.m.** On the third time of picking up a student after 6:00 p.m., the privilege of utilizing PCA's Extended Care program may be revoked.