

Kindergarten **HANDBOOK**

2026–2027



**PENSACOLA
CHRISTIAN
ACADEMY®**



**PENSACOLA
CHRISTIAN
ACADEMY®**

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Pensacola, FL 32503-2202

Lobby Hours 7:30 A.M. – 4:45 P.M.

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PensacolaChristianAcademy.com

Pensacola Christian Academy is accredited by the Florida Association of Christian Colleges and Schools, which is recognized by the Florida Association of Academic Nonpublic Schools and the National Council for Private School Accreditation as an official accrediting body for Christian schools.

Pensacola Christian Academy operates as an educational nonprofit tax-exempt institution, and does not participate in any state/federal scholarship or voucher programs.

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K4–K5 Calendar—Fall Semester

August

- 15 Open House (9–11 A.M.)
18 Orientation (8:30 A.M. & 3 P.M.)
20 First Day of School
(*First two days dismissal—11:30 A.M.*)

September

- 7 Labor Day Holiday
14 K4 Parent-Teacher Meeting (7 P.M.)
21 K5 Parent-Teacher Meeting (7 P.M.)
25 K4/K5 School Pictures

October

- 16 Early Dismissal (11:30 A.M.)

November

- 2–6 Yearbook Sales
11 Veterans Day Holiday
23 K4/K5 Parent-Teacher Meeting (7 P.M.)
25–27 Thanksgiving Holiday

December

- 21–Jan. 5 Christmas Holidays
(*11:30 A.M. dismissal on Fri., Dec. 18*)

K4–K5 Calendar—Spring Semester

January

- 6 School Resumes
- 11 K5 Parent-Teacher Meeting (7 P.M.)
- 18 M. L. King Holiday
- 21 Candy Sale Begins

February

- 11–12 Faculty Educational Conference
(11:30 A.M. dismissal on Wed., Feb. 10)
- 15 Presidents Day Holiday

March

- 1 K4/K5 Parent-Teacher Meeting (7 P.M.)
- 12 Early Dismissal (11:30 A.M.)
- 25–29* Easter/Spring Holiday
(11:30 A.M. dismissal on Wed., Mar. 24)

April

- 29 K4 Parent Day

May

- 25 K4 Last Day of School
- 26 K5 Last Day of School
(11:30 A.M. dismissal on Wed., May 26)

*Mar. 25 is tentatively set as a makeup school day, but if we do not have to make up a day lost due to a school cancellation, this will be a PCA holiday.

Pensacola Christian Academy meets the net number of school hours required by Florida state law for all grades.

Purpose

The primary objective and purpose of Pensacola Christian Academy is to train the student in the knowledge of God and the Christian way of life and to give the student an excellent education.

Commitment

The teachers of Pensacola Christian Academy realize the solemn responsibility before God in molding the life and character of their students in order to give each of them a good foundation for the future. The well-qualified administration and faculty demonstrate a caring concern for each student under their care.

Support Team

Understanding that each student's academic success is directly related to the cooperative influence of parents and teachers, the administrative team is available to facilitate communication, address individual needs, and guide the overall learning environment. Please do not hesitate to contact us so that we may better serve you.



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admin@pcastaff.com



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Dean (Kdg.-Gr. 6)

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Travis McLaughlin
Kindergarten Director

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Getting Started

We are thankful that you have chosen PCA for your child's education. Only a parent or legal guardian may enroll a child. Since Pensacola Christian Academy considers the partnership between school and parent to be essential for a student's success, enrollment at Pensacola Christian Academy is contingent on the student residing with his parent or legal guardian. It is expected that the student will continue to live with his parent or legal guardian throughout his enrollment at Pensacola Christian Academy. Because PCA is an educational facility, each student must be fully potty trained prior to attending. The following checklist is a guide to a smooth beginning.

Registration—Submit enrollment and \$90 registration fee.

Tuition—Divided into 10 equal payments; first payment secures a position in class and is due by **July 10**. If the July 10 deadline is not met, the student's reservation will be canceled.

Bus—Sign up by **July 10**.

Extended School Day (ESD)—Sign up by **July 10**.

Records

Open House—August 15

Orientation—August 18

First Day of Class—August 20, 8:30–11:30 A.M.

Records

Birth Certificates

Children must turn four by January 1 to be eligible for K4; children must turn five by January 1 to be eligible for K5. A copy of the child's birth certificate is required for enrollment at PCA. If someone other than a parent listed on the birth certificate enrolls the child, PCA will need a duly authorized court order authorizing them to enroll the child in school. PCA will enroll students under the legal name listed on the birth certificate or a subsequent court order.

School Physical

Florida law requires all students attending school in Florida for the *first time* to have a physical examination **within the 12-month period prior to entering a Florida school.**

This means that Florida law requires a physical examination form and a certificate of immunization for all students entering 4-year-old kindergarten. The health form is to be completed by your physician within the 12-month period prior to entering 4-year-old kindergarten.

Immunization Records

If entering from out of state, the student's immunization record must be verified by a Florida physician or a Florida county health department. Either the physician or the health department will issue a Florida Certificate of Immunization (DH 680) which must be presented to the school office or emailed to recordsoffice@pensacolachristianacademy.com prior to the first day of attendance. Go to www.floridahealth.gov and click on "School Immunization Requirements" for more information. If a medical appointment is not available, you must request an extension of the expiration date on the official immunization records from your child's physician or a Florida county health department.

It will be necessary to bring health records as stated above to the office prior to Orientation Day. No student may be admitted to class until this is completed as required by law.

Beginning of School

Open House.....August 15

Open House is held Sat. morning, 9–11 A.M. Room assignments are emailed prior to Open House. Parents, children, and friends are invited to visit the school.

Kindergarten children will be able to meet their teachers at Open House. To ensure equitable opportunities for all students, requests for specific teachers are not accepted.

OrientationAugust 18

(Be sure to bring child's bus schedule.)

Since kindergarten children attended Open House and met their teachers, it is not necessary for children to attend Orientation.

Important classroom information will be given, and it is vital that a representative for each child attend in-person or online Orientation. Completion of Orientation is required to begin school. If your child will be riding a bus, it is very important that you bring your bus schedule with you.

For the convenience of working parents, one orientation meeting (4- and 5-year-olds) is scheduled for Tues., Aug. 18, at 8:30 A.M. and another at 3 P.M. as well as available to view online.

If the Academy office does not have a copy of your child's birth certificate, a photocopy must be left with the teacher on Orientation Day.

First Day of ClassAugust 20

The regular school day begins at 8:30 A.M. and continues until 12:30 P.M. In the morning before school, each child will come directly to his room. When scheduled for bus service, the children adjust more quickly if they ride the school bus the first day of school. Helpers are posted in the halls to direct the children in finding their classrooms.

Children brought to school by car should enter via the west doors (Palafox side). For building security, children will need to enter the building without being accompanied by parents starting the first day of school. If children are brought to school after 8:30 A.M., they need to be taken to the Academy main entrance and checked in through the Office.

At 12:30 P.M., car students will be dismissed via the west doors of the Academy. Car students must be picked up by 12:45 P.M.

Important: The first two days of kindergarten, **Aug. 20 and 21, kindergarten is dismissed at 11:30 A.M.** Children going by car need to be picked up at this time.

Arrival and Dismissal

Arrival: In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please use your vehicle's turn signal to indicate when turning. When stopping along the curb, drop your children off and move as quickly as possible so others can drop their children off expeditiously. Do not leave your car unattended along the curb where students are dropped off. When going to the Office or the Academy Bookstore at any time during the day, park in available parking spaces at the front of the Academy (Brent side). Students arriving after 8:30 A.M. should be signed in at the Front Lobby by a parent.

K4–K5 enter through the west **Doors 1 and 4** (Palafox side) from 7:45 to 8:30 A.M. For building security, children will need to enter the building without being accompanied by parents starting the first day of school. Kindergarten children arriving prior to 7:45 A.M. must [enroll](#) in ESD.

Dismissal: All students not enrolled in Extended School Day must be picked up within 15 minutes of dismissal. Please notify the Office of transportation changes at least one hour before dismissal. Students needing to be picked up later must enroll in [Extended School Day](#). Students not enrolled in ESD who are picked up late will be charged using the following schedule:

15 minutes after dismissal.	\$10
45 minutes after dismissal.	\$15
75 minutes after dismissal.	\$20

Restriction of Child Pickup

If parents are divorced or separated and one parent is not allowed access to school information or to see or pick up the child, we must have on file at the office a certified copy of the court order of final judgment.

Academics

Recognizing that consistent engagement is vital to academic success, students are expected to actively participate in all classroom instruction and activities.

Bible

A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character. At PCA, the Bible is integrated into all subjects.

Accreditation

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Informing Parents

Online Records

An online portal and mobile app (K5–Gr. 12) allows parents to conveniently access their child's academic progress and attendance record. Parents are encouraged to follow their child's progress and regularly communicate with the teacher. More information and log-in instructions will be provided at Orientation.

School Conferences

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a conference from any parent.

We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We regret that we are unable to distribute advertisements or solicitations for any business or event.

If you need to talk with a member of the faculty, please call the school office between 8 A.M. and 12 noon. Your call will be returned as soon as possible after school.

Parent-Teacher Meetings

Four-Year-Old Kindergarten: No report cards will be issued; however, several Parent-Teacher Meetings will be held. Each parent is encouraged to attend each meeting for the benefit of his child. The building will not be open to children during the Parent-Teacher Meeting.

Five-Year-Old Kindergarten: Parent-Teacher Meetings are held each six-week period. At the end of the twelfth week of school, electronic report cards are issued. (Paper copies are \$3 each.) Parent-Teacher Meetings (7 P.M.) are usually scheduled on the same day report cards are issued. Every parent is encouraged to attend each meeting for the benefit of his child. The building will not be open to children during the Parent-Teacher Meeting.

Dates to Remember: P.T.M. (7 P.M.) are listed on the [School Calendar](#).

Special Events

Parent Day—K4

Parents of K4 children are invited to visit their child's classroom on April 29 from 9:15 to 10:15 A.M.

Graduation—K5

In May, K5 students participate in a formal evening graduation ceremony. The \$20 graduation fee covers gown rental, and each child keeps his own cap, tassel, and diploma. The date for your child's graduation will be announced in the spring.

Attendance

Absences

When a child has been absent, the parent must send a dated note or email to the teacher explaining the reason for the absence. The only excused absences are those for student illness, death in the immediate family, or student doctor and dentist appointments. A student who is absent 40 days or more may not pass the school year.

Attendance

A student must attend school the day of any activity (class party, graduation, etc.) in order to participate in that particular event.

A student who must leave school with less than 2 hours in attendance will be counted absent for the entire school day. Students who miss less than two hours of school for a medical appointment may present a doctor's note and be counted present for the day. Students who remain at school for at least 2 hours, but leave before the regular dismissal time (except for doctor appointment), will be counted absent one half-day.

Tardiness

Students arriving after 8:30 A.M. should be signed in by a parent at the Front Lobby. Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress.

Tardies because of traffic will be counted as "traffic tardies." An unexcused tardy will be given when a student accumulates three or more traffic tardies in any grading period.

Student Health

Illness

For the welfare of your child and others in the school, all children who exhibit symptoms of illness (e.g., cough, sore throat, fever, etc.) may not be at school. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aid to prevention of future illness. The class does participate in outdoor activities each day, weather permitting. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties.

Medication

If a student is to take **any medication** while at school, he must have on file in the office the Authorization for Administration form. This form is available [online](#) and at the office. Prescription medication must have a physician's signature; nonprescription medication may be signed by a parent or legal guardian. (This is to be completed each school year.) Each medication must have its own Authorization for Administration form. The medication to be dispensed will be kept in the First Aid Clinic and dispensed by the school nurse according to directions. Medicine must be properly labeled and in its original container.

Head-Lice Management

Students with a live louse and/or nits will not be permitted to be at school. Before returning to class, students must have their heads checked by the school nurse.

Communicable Diseases

Pensacola Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See list of communicable diseases on page 14.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or employee to verify the diagnosis of communicable disease may be required. PCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Hansen's Disease (Leprosy)	Psittacosis
AIDS-Related Complex (ARC)	Hemorrhagic Fevers	Rabies
Amebiasis	Hepatitis	Relapsing Fever
Anthrax	Histoplasmosis	Ringworm
Bite by a potentially rabid animal	Human Immunodeficiency Virus (HIV)	Rocky Mt. Spotted Fever (R. Rickettsia)
Botulism	Legionnaires' Disease	Rubella, including congenital
Brucellosis	Leptospirosis	Salmonellosis
Campylobacteriosis	Lymphogranuloma Venereum	Scabies
Chancroid	Malaria	Schistosomiasis
Chicken pox	Measles (rubeola)	Shigellosis
COVID-19	Meningitis	Smallpox
Dengue	Meningococcal Disease	Syphilis
Diphtheria	Mumps	Tetanus
Encephalitis	Paralytic Shellfish Poisoning	Toxoplasmosis acute
Enterovirus D68	Pertussis	Trichinosis
Giardiasis (acute)	Pesticide Poisoning	Tuberculosis
Gonorrhea	Pink Eye	Tularemia
Granuloma Inguinale	Plague	Typhoid Fever
Hand, Foot, and Mouth Disease	Poliomyelitis	Typhus
		Vibrio Cholera
		Vibrio Infections
		Yellow Fever

Student Responsibilities

Conduct

To promote an environment of growth and learning, students are to practice kindness, honesty, respect, responsibility, and diligence. Each teacher will establish and enforce classroom guidelines in accordance with Christian principles. Students are to avoid association or promotion of activities, entertainment, or lifestyles contrary to Scripture. Full cooperation is expected from both student and parent in the education of the student. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out.

Dress

There are no regulations concerning uniform clothing. Students are requested not to wear casual, beach-style flip-flops; strapless shoes; or clothing imprinted with questionable messages, symbols, or pictures. Tattoos or body piercings are not permissible, and hair should be a natural color. God creates children uniquely as boys and girls, and we honor His creation. While not all dress standards reflect biblical mandates, the following guidelines are meant to develop an appreciation in each boy and girl for their distinct birth gender.

Girls

Girls are expected to wear dresses (not culottes, shorts, or pants) or skirts and blouses all year. Tights/leggings (not pants or shorts) may be worn under skirts or dresses. Girls are asked to wear no more than two sets of earrings.

Boys

Boys' hair must be neatly combed and tapered (blended/faded) or styled without obvious lines and kept above the ears, eyebrows, and collar. Styles such as ponytails, beads, mullets, shelf cuts, buns, braids, or artwork shaven into hair should be avoided. Fads and extreme styles are not permitted. Hair must not exceed 1 1/2 inches above the scalp. Boys are not to wear necklaces or earrings.

Safety and Security

Since the health and safety of our students is extremely important to us, PCA has established safety protocols. We are consistently evaluating our policies and procedures to provide the best environment for our students.

Campus

PCA maintains a campus that is modern, clean, and safe. To set the proper example for our students, we request that adults refrain from the possession or use of alcohol, drugs, tobacco, and similar products on campus. Pets should not be brought to campus.

Identification

Enrollments, payments, student check-in/checkout, and general inquiries are all handled at the Front Lobby. For conferences or other occasions that necessitate additional interaction, all adults will be required to supply photo identification before checking out a child or being admitted beyond the Lobby. Leave large purses and bags in your vehicle.

Safety in Private Spaces

Florida Statute 553.865, "Safety in Private Spaces Act," prohibits individuals from using a restroom or changing facility designated for the opposite sex unless authorized to do so as defined in the statute. Willfully entering or refusing to depart when asked to do so by school personnel or law enforcement official may result in disciplinary action.

Security

We encourage parents and students to report any suspicious activity (even from social media) to the administration.

To prepare for the reality of dangers as it applies to daily living, students are taught the principles of Run, Hide, Fight in age-appropriate lessons.

We work closely with local law enforcement to establish security protocols, and our limited-access building with continuous video surveillance (except in locations with reasonable expectations of privacy such as restrooms) aids in keeping students and staff safe.

Services

Bus Transportation

Transportation Director: Will Powell

transportation@pensacolachristianacademy.com

Buses pick up students before 8 A.M. and drop them off after 3 P.M. Extended School Day is provided from 12:30 until 3 P.M. for kindergarten students enrolled in bus service.

Bus service (includes ESD until 3 P.M.).....\$230 per pay period
For \$15 per occurrence, you may opt for your child to remain in ESD until 5:30 P.M. instead of riding the afternoon bus home. Please be sure to notify the office at least an hour before dismissal (2 P.M. on regular school days) if they should not ride the afternoon bus that day. Please be aware that additional charges apply for children picked up after 5:30 P.M.

Because of the number of students transported, routes are designed for group pickup and delivery points. House stops are not provided. Any problems concerning bus scheduling should be brought to the attention of the transportation director.

Bus service charges are for ten periods and are paid in advance beginning July 10. Payment for both tuition and bus service for the first month must be made by July 10 to be eligible for transportation at the beginning of the school year. Students attending ESD or who want to add bus service in succeeding months may do so only as space and time allow. **All changes (including withdrawals) in bus service must go through the Academy Office.** Students riding the bus one day or more of any period will owe the full period's service charge. A \$25 service fee will be assessed for additional temporary or alternate bus stops.

Bus schedules will be emailed to you by July 31. After this information has been received, if you have a question regarding any bus stop or you wish to make any changes regarding the schedule you have, please call the Office (850-478-8483) prior to your child's Orientation Day. **Bus change requests made less than two days before Orientation may not be implemented by the beginning of school.**

The bus schedule will be emailed to you along with a copy of our bus safety regulations. Please cooperate with the bus driver by teaching your child proper behavior on the bus. We reserve the right to refuse transportation to anyone who violates bus safety regulations.

In such a case, parents will be notified and will be asked to transport their own children. Students are not to have electronic devices on the bus.

It is understood that the bus cannot wait at the morning stops for any student. It will be necessary to bring your child to school if he misses the bus.

Someone needs to meet kindergarten children at the bus door to the right of the bus, unless they are getting off the bus with an older sibling. Students will be returned to school if they miss their stop or if no one is there to meet them. A \$15 charge will be applied when children must be returned to PCA. For the first seven school days, an adult will be on each kindergarten bus to assist the driver in getting children riding the bus off at the correct stop. Name tags, given out on Orientation Day, must be worn for the first month of school. For the first two days, to enable the bus drivers to get into a good routine, kindergarten students will be dismissed early and the buses will leave school one hour early (2 P.M.).

At the beginning of the second week, the regular day's schedule for dismissal will be followed. It is very important that all children riding the buses go to and from school on the bus the first week of school. It is the policy of Pensacola Christian Academy that bus changes are made on a permanent basis. Requests for changes on a one-day basis will not be approved.

Information regarding bus delays or changes can be heard daily on the Academy Info line (850-478-8484).

Note: The transportation director reserves the right at any time to set up stops and make any bus route changes so as to conform to our route guidelines and Florida state law, both of which are designed for the maximum protection of your child.

Snack/Lunch

At mid-morning each day the children have a snack. Drink and snack may be purchased for \$1.15 per day. Charges will appear at the end of each month on your tuition statement.

Students are encouraged to participate in the lunch program, which provides wholesome meal options. Detailed nutritional information is available [online](#).

Complete lunch	\$3.25 per day
Drink	\$0.85 per beverage
<i>(if lunch brought from home)</i>	

Extended School Day

ESD Director: Melody Ison

esddirector@pcastaff.com

Extended School Day is available from as early as 7 A.M. until 5:30 P.M. at an additional \$215 per pay period. Extended School Day charges are for ten periods and are paid in advance beginning July 10.

Morning ESD

You may bring your child anytime after 7 A.M. When arriving between 7 and 7:45 A.M., please walk your child to Door 4 (Palafox side).

Afternoon ESD

The child may remain at school as late as 5:30 P.M. A surcharge will be due for each child not picked up by 5:30 P.M.

Please Note: Photo Identification (driver's license) is checked of the person picking up the child at school.

Parents interested in the Extended School Day must [enroll](#) in ESD by Orientation Day. No child will be assigned to an early morning group or afternoon group until ESD enrollment has been completed. A bus/ESD option is also available. See [Bus Transportation](#).

Important: Extended School Day is available on regular school days only, not on any school holidays. (See [school calendar](#) for holidays.) Although ESD is not available on school holidays, it is available on early dismissal days.

Extended Morning Only—For those who need to bring their child to school between 7 and 7:45 A.M., there is extended morning care. The charge is \$55 per pay period.

Pensacola Christian Academy expects full cooperation from both student and parent. A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in Extended School Day.

Children must be picked up by 5:30 P.M. A surcharge of \$10 (per child) will be made if a child is not picked up by 5:30 P.M. and will increase as follows:

after 5:30—\$10 after 5:45—\$15 after 6:00—\$20

ESD Tax ID—The Tax ID for the PCA Extended School Day Program is 59-3458436. For \$2.50, a receipt for childcare expenses may be requested by emailing the PCA Business Office at businessoffice@pensacolachristianacademy.com.

Financial Information

The \$90 registration fee must be paid at the time of registration and is nonrefundable and nontransferable. The tuition rate is \$325 per pay period. The first payment as well as any outstanding balance on the account secures a position in a class and must be paid in advance by July 10. This amount is nonrefundable and nontransferable should the student cancel for any reason. If the **July 10** deadline is not met, the student's reservation will be canceled.

The tuition and fees for bus and ESD have been divided into 10 equal payments. Each payment covers approximately one-tenth of the total number of school days.

Payment is due by the first of the month and is late if received after 4:15 P.M. on the tenth of the month. If the tenth falls on a weekend, this deadline is extended through Monday.

Payment Schedule

Payment Dates	Late after 4:15 P.M. on	Covers Services From To
July 1	July 10	Orientation. Sept. 9
Sept. 1	Sept. 10	Sept. 10 Oct. 5
Oct. 1	Oct. 12	Oct. 6 Oct. 30
Nov. 2	Nov. 10	Nov. 2 Dec. 1
Dec. 1	Dec. 10	Dec. 2 Jan. 12
Jan. 4	Jan. 11	Jan. 13 Feb. 8
Feb. 1	Feb. 10	Feb. 9 Mar. 9
Mar. 1	Mar. 10	Mar. 10 Apr. 7
Apr. 1	Apr. 12	Apr. 8 Apr. 30
May 3	May 10	May 3 May 26

Important: Students will not be permitted to participate in the graduation program if the account has not been paid in full. Any student whose account is not paid in full will not be admitted to class beginning Monday, May 17.

Financial Policies

Prior to each payment date, the account holder will receive an email notification that the statement is ready to view. (If a family

is not signed up for electronic billing notifications, statements will be sent home with the oldest child in that family.) Payments can be made online at PensacolaChristianAcademy.com by using Visa, MasterCard, Discover, or American Express. If mailing payment, include account number on check and send to

Pensacola Christian Academy
10 Brent Lane
Pensacola, FL 32503

A late fee of \$20 will be charged on any school account showing a balance of \$10 or more after the close of office hours on the tenth of the month. (When the tenth falls on a weekend, tuition payment may be made on Monday without paying the \$20 penalty.) Students will not be admitted to class and no schoolwork given if payments are one month in arrears. Students enrolled one day or more of any period will owe the full period's tuition and service fees. There is a \$25 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis (including the Academy Bookstore and lunch/snack payments). We are unable to accept postdated checks.

Pensacola Christian Academy endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct an annual fundraising program and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation is voluntary and door-to-door sales are not required or recommended. The school receives no state or federal assistance other than a tax-exemption status—neither is it endowed or supported by any other organization.

No school records, transcript, or graduation diploma will be released for any student when there is a balance owed on the account.

All monthly Extended School Day and bus service fees are payable with the tuition payments and should be included in the same check. It is our policy not to prorate charges if any of these services are dropped or added after a new period has begun.

Charges for lunch, drink, and snack will appear at the end of the month on your monthly statement. Payment should be included with your tuition.

All prices are subject to change.

Fees

The tuition rate is \$325 per pay period (10 monthly payments). Families with multiple children enrolled will receive the following discount each pay period:*

- Second child 10% off tuition
 - Third and each additional child 20% off tuition
- *Discount applies only to brothers/sisters on the same account.*

Paper Fee: A \$25 paper fee will be added to the September and January statements. This fee covers the cost of printing monthly statements, timely information, routine reminders from the Office, and one report card (K5) each grading period. The paper fee is waived for parents who choose to receive information electronically instead.

Graduation Fee: The kindergarten graduation gown rental and cap, tassel, and diploma fee is \$20 and will be included on your May statement. (Students will not be permitted to participate in the graduation if the account has not been paid in full.)

Sending Money to School

Money should always be sent in a sealed envelope pinned to the front of the child’s clothing with the following information on the outside:

- 1. Child’s name
- 2. Amount (and purpose)
- 3. Teacher and room number

General Information

Academy Bookstore

For the convenience of the students, the Academy Bookstore is located on the southeast corner of the building and is open 7:15 A.M.–5 P.M. Monday through Friday. The phone number is 850-478-8495. Pencils, paper, notebooks, pens, T-shirts, and much more are available for purchase. We encourage parents to take advantage of items of interest such as Bibles, Christian books, music, greeting cards, visual aids, and novelty items. We think you will enjoy shopping at the Academy Bookstore.

Contact Information

Any changes to your contact information or people authorized to pick up your child should be made [online](#). Father's and mother's names will be changed only with a duly authorized court order or government-issued photo ID.

Lost and Found

Articles are taken to Lost and Found and may be redeemed for 25¢. This policy has been established to teach our students personal responsibility. Unclaimed Lost and Found articles will be sold to students at periodic Lost and Found sales. Lost and Found is open daily before and after school. PCA is not responsible for lost or stolen items.

Notes

When a parent sends a note with a kindergarten child, it should be pinned to the child's clothes.

Patriotism

Believing that Scripture teaches Christians to honor, give thanks for, and pray for government leaders, PCA seeks to foster a spirit of patriotism in the hearts of students. While the United States is imperfect, it is nevertheless blessed by God with liberties and opportunities seen few other places in the world. Students who are United States citizens are expected to respectfully participate in activities that promote a spirit of patriotism. This includes, but is not limited to, reciting the Pledge of Allegiance. Students who are not citizens of the United States are expected to show respect by quietly standing while others participate.

Reenrollment

During the month of February, presently enrolled students may enroll for the fall term on a first-come, first-served basis. Pensacola Christian Academy admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs.

School Closures

PCA utilizes a critical alert system to efficiently handle prompt communication from the Academy to parents. Emergency notification messages will be sent via voicemail, emails, and text messages to inform parents of pertinent information. Go to [PensacolaChristianAcademy.com](https://www.pensacolachristianacademy.com) to manage your contact information. In the event of hurricane or storm conditions, school closing announcements will be made over WCOA (1370AM) and WEAR (channel 3), as well as through the registered alert system contacts. Since PCA is not used as a public shelter and since we have a standby generator facility, we may close later than public schools and would expect to reopen sooner than public schools. Listen carefully for closing/reopening announcements or call the Academy Info line (850-478-8484) for updated information.

School Property

Students are expected to treat all property (facilities, equipment, materials, etc.) with respect and care and will be financially responsible for damage, defacement, or loss.

Withdrawals

All withdrawals from school must go through the school office and may only be initiated by the parent or legal guardian. Students having attended one day or more of any period will owe the full period's tuition and fees. Once the withdrawal is finalized, any credit balance on the account will be refunded. No school records will be released for any student when there is a balance owed on the account.

To reinstate a child during the same school year, a \$25 reinstatement fee, one full period's tuition and fees, as well as any outstanding balance will be required. Be aware that there may be a waiting list.

Appendix

K4–K5 Fee Overview

Enrollment

Registration \$90

Tuition

K4/K5 \$325

Tuition Discounts

2nd student 10%

3rd/additional student 20%

Extended School Day

ESD \$215

Morning ESD \$55

Bus Service

A.M./P.M. Bus

(includes ESD until 3 P.M.) \$230

Additional/Alternate Stops \$25

ESD until 5:30 P.M.

(per day when enrolled in Bus) .. \$15

Return to School \$15

Lunch

Snack \$1.15

Lunch, K4–K5 \$3.25

Drink \$0.85

Graduation

K5 \$20

Late Fees

Account Payment \$20
(all accounts)

Car Pickup

15 minutes after dismissal \$10

45 minutes after dismissal \$15

75 minutes after dismissal \$20

Extended School Day Pickup

After 5:30 P.M. \$10

After 5:45 P.M. \$15

After 6:00 P.M. \$20

Miscellaneous

Lost and Found \$0.25
(per item)

Returned Check \$25

Replacement ID Card \$10

Reinstatement \$25

Printed Report Card. \$3

Paper (per semester) \$25

Transcripts \$5

The Academy **BOOKSTORE**



Christian Books • Supplies
Bibles • Music • Gifts

Located on first floor, PCA

Mon.–Fri. 7:15 A.M.–5 P.M.



**CAMPUS
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on PCC campus

Schedule of Services

Sun. 9:00 A.M. Bible Study
10:15 A.M. Morning Service
6:00 P.M. Evening Service
Wed. 7:00 P.M. Midweek Service

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Kindergarten Handbook
2026–2027

