



Dear Port Charlotte Adventist School Families,

July 28, 2018

As principal of PCAS, I would like to be the first to say, welcome back! It is hard to believe that summer is nearing its end and we are already preparing to start the new school year. I hope that everyone had a great summer and is preparing to embark on a new "Transforming" year.

Please take time to review the points below because there have been changes to some school procedures:

- There is a mandatory school BBQ/ orientation night on **Thursday, August 16 from 4-8pm**. A schedule of the night events will be available soon on our school homepage. If you cannot make orientation, you must schedule a meeting with your child's teacher.
- We are moving to providing information digitally this year, so a lot of information will be applied to our school website followed by a link texted to you.
- Lunch will be catered this year. A menu and pre-order form will be provided. This must be filled out and paid by posted deadline on pre-order ticket in order to receive lunch.
- Review the uniform policy; it was updated this year. We do have a few shirts left to purchase from the school. This will be a first come, first serve basis till gone. Our new shirt supplier is Buffalo Graphix their contact information is on the revised uniform policy and school website.
- Please review the attached important changes from the Florida Conference effective June 1, 2018.
- The school supply list is enclosed, and a copy is available on our school website.
- Check out the school website at pcadventistschool.com throughout the year for updated school and class information. We will be working to eliminate most of the paper communication and post digitally.
- The first day of school is **Friday, August 17th**.
- Morning drop off is no earlier than 7:30am.
- Class starts promptly at 8:00am with the 1st bell at 7:55am.
- School dismissal time is 3:00 – 3:15 pm. Please follow ingress and egress procedures in the school handbook. After 3:15 pm, anyone on campus is moved to afterschool care. This means that you will need to enter the building for pick up and your signature will be required for release.
- Afterschool care is until 5:30 pm. Parents will be billed \$1.00 per minute after 5:30.
- Cell phones are not allowed on campus, including after school hours. Contact the office if you need to reach your child.
- Agendas are required for all students. These are to be monitored daily for communication and making sure homework is being completed.
- New students must have a current physical, birth certificate, and immunization records on file before the first day of school.

Please remember that the staff and I are always here for you in whatever capacity that you may need. Office hours are 7:45 am to 3:00 pm. I will be in class teaching throughout the day, so please make sure to schedule an appointment, through the office, to meet with me. To lessen the morning traffic within the office, please be advised that on the homepage of our website you can take care of all financial obligations, including tuition, lunches, field trips, ETC... through our PayPal link at the bottom of the page.

Our talented team of teachers and staff are already at work to prepare for a "Transforming" year. If you have any questions, please feel free to contact us at (941) 625-5237. We look forward to seeing all of you soon!

Blessings,

A handwritten signature in cursive script that reads 'Theresa Y. Martinez'.

Theresa Y. Martinez, Principal