



Dear PCAS School Families,

### **Welcome Back!**

My name is Almibar Cruz and I am so excited to introduce myself as the new principal of Port Charlotte Adventist School. It is my privilege to welcome you to the 2019-2020 school year at PCAS. I look forward in working with you and your children.

### **Farewells**

Sadly, we are saying farewell to two of our teachers Mrs. Diane Goosey, Ms. Whitney Gallimore, and our office manager Mrs. Miriam Cassell. We are sorry to see them go and we wish them every happiness in their future endeavors.

### **New Staff**

On behalf of our entire staff, we would like to welcome Ms. Darnelle Felix, as our new Kindergarten teacher and Mrs. Delia Mercado as our new office manager and registrar.

### **School Procedures**

*Below please find some important notes and reminders about school procedures:*

- ✚ **Mandatory:** School BBQ/Orientation night is **Thursday, August 8 from 4-8pm**. A schedule of the night events will be posted on our school homepage. This is the time for you and your students to come meet the teachers. Also, teachers will be sharing important classroom specific information. If you cannot make it to orientation night, you **must** schedule a meeting with your child's teacher as soon as possible.
- ✚ **First day of school is Friday, August 9. Dismissal 2pm.**
- ✚ **New students:** Should have a current physical, birth certificate, and immunization record on file before 1<sup>st</sup> day of school.
- ✚ **Communication:** To facilitate communication our school is providing information digitally through our school website [www.pcadventistschool.com](http://www.pcadventistschool.com), so a lot of information will be followed by a link texted to you.
- ✚ **Lunch:** Will be provided this year. A menu and pre-order form will be provided. In order to receive lunch, the form should be filled out and paid by posted deadline on a pre-ordered ticket.
- ✚ **Uniform policy:** Was updated this year again, please revise. Our new shirt provider is **Buffalo Graphix**, you can find their contact information on the revised uniform policy and school website. Call the office to see if we have any left-over shirts to purchase.
- ✚ **School supplies:** Please check the [www.pcadventistschool.com](http://www.pcadventistschool.com) throughout the year for updated school and class information. We are working to eliminate paper communication and post more digitally.
- ✚ **Drop off:** No earlier than 7:30am.
- ✚ **Class starts:** Promptly at 8:00am with the **1<sup>st</sup> bell** at 7:55am for **flag raising**.
- ✚ **Dismissal time:** It's at 3:00-3:15 pm Mon-Thurs., early dismissal Fridays at 2pm. After 3:15 pm, anyone on campus will be moved to afterschool care. This means you will have to enter the building for pick up and your signature will be required for release. Afterschool care is until 5:30 pm. **A LATE FEE** of \$1.00 per minute will be charged after 5:30pm.
- ✚ **CELL PHONES:** Are not allowed on campus, including after school hours. Contact the office if you need to reach your child.
- ✚ **Student agendas/planners:** Required for all students. These are to be monitored daily for communication and making sure homework is completed.

Please can we remind you to visit our school website with regards to financial obligations, including tuition, lunches, field trips, etc. At the bottom of the page you will see a **PayPal** link to handle all kinds of payments.

If we can be of any further assistance to you, please feel free to contact us through our school office at (941) 625-5237. Office hours are from 7:45am to 3:00 pm. We look forward to meeting you soon. If you need to speak to the principal or your child's teacher, please make sure to schedule an appointment through the front office. **Friendly reminder:** Please do not disturb principal or teachers during class hours. This will be a fantastic year, God willing!

In His Service,

Almibar Cruz

Principal