

Grades 1–6
HANDBOOK
2025–2026



**PENSACOLA
CHRISTIAN
ACADEMY®**



**PENSACOLA
CHRISTIAN
ACADEMY®**

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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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Grades 1–6 Calendar—Fall Semester

August

- 6..... New Student Music Auditions
- 7..... Orientation
- 11 First Day of School
(First week dismissal—1 hour early)

September

- 1..... Labor Day Holiday
- 12 Elementary Assembly
- 17–18 Group & Individual Pictures
- 29 Parent-Teacher Meeting (1–3)

October

- 3..... Elementary Assembly
- 20 Parent-Teacher Meeting (4–6)

November

- 3–7 Yearbook Sales
- 10 Parent-Teacher Meeting (1–3)
- 11 Veterans Day Holiday
- 14 Elementary Assembly
- 26–28 Thanksgiving Holidays

December

- 12 Elem. Christmas Concert (7 P.M.)
- 19 Elementary Assembly
- 22–Jan. 6 Christmas Holidays
(1 P.M. dismissal on Fri., Dec. 19)

Grades 1–6 Calendar—Spring Semester

January

7	School Resumes
13	Parent-Teacher Meeting (1–3)
19	M. L. King Holiday
20	Parent-Teacher Meeting (4–6)
22	Candy Sale Begins

February

6	Elementary Assembly
12–13	Faculty Educational Conference (1 P.M. dismissal on Wed., Feb. 11)
16	Presidents Day Holiday
24	Parent-Teacher Meeting (1–2)
26	Fourth-Grade Parent Day

March

6	Elementary Assembly
23	Parent-Teacher Meeting (4 & 6)
27	First- and Sixth-Grade Parent Day

April

2–6*	Easter/Spring Holiday (1 P.M. dismissal on Wed., Apr. 1)
10	Elementary Assembly
13	Parent-Teacher Meeting (1–3)
16	Second-Grade Parent Day
24	Elementary Awards Concert (7 P.M.)

May

1	Elementary Assembly
20	Elementary Assembly
20	Last Day of School (1 P.M. dismissal)

*Apr. 2 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.



Joshua Birx
Administrator

admin@pcastaff.com



Sarah Lefevers
Dean (Kdg.-6)

deank-6@pcastaff.com



Brooke Park
Principal (Gr. 1)

gr1@pcastaff.com



Brooke Greening
Principal (Gr. 2-3)

gr2-3@pcastaff.com



Kimberly Dabbelt
Principal (Gr. 4-6)

gr4-6@pcastaff.com

Getting Started

We are thankful that you have chosen Pensacola Christian Academy for your child's education. Only a parent or legal guardian may enroll a child. Since PCA considers the partnership between school and parent to be essential for a student's success, enrollment 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 PCA. 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 to make room for those on the waiting list.

Bus—Sign up by **July 10**.

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

Music—Sign up by **July 10**.

New/Transfer Students

- Entrance Test
- Records
- Band, string, and chorus auditions (Gr. 4–6) on **August 6**

Orientation—**August 7**

First Day of School—**August 11, 8 A.M.–2 P.M.**

New/Transfer Students

Entrance Test

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he will be placed in the grade best suited for his achievement. It is the policy of PCA not to admit transfer students whose accomplishments have not been up to acceptable standards.

Records

Academic records must be received by the start of school.

Birth Certificates

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 school.

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.immunizeflorida.org 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 records as stated above to the office prior to Orientation Day. No child may be admitted to class until this is completed as required by law.

Band, String, and Chorus Auditions

All new students (Gr. 4–6) who are interested in band, orchestra, or chorus must come for an audition Wed., Aug. 6, at the following times:

- Band audition 8 A.M.
- Choral audition 8:30 A.M.
- Strings audition 9 A.M.

Beginning of School

Orientation

Orientation will be offered in-person and online. Completion of Orientation is required to begin class.

In-person orientation will meet on **Thursday, August 7**, for one hour according to the following schedule:

First Grade	8:15 A.M.
Second Grade	9:15 A.M.
Third Grade	10 A.M.
Fourth Grade	10:30 A.M.
Fifth Grade	1 P.M.
Sixth Grade	1:45 P.M.

Important classroom information will be given. It is also a “get acquainted” time for students, parents, and teachers. It is vital that each student be represented at this time or view an online Orientation conducted by the principal.

Note: To ensure equitable opportunities for all students, requests for specific teachers are not accepted.

All students in attendance at Orientation will be expected to comply with the regular [school dress and hair standards](#).

What to bring to Orientation with you:

- Your child’s bus schedule (if applicable)
- Funds for books and supplies

Textbooks and supplies must be purchased on Orientation Day at the Academy book sale in the gymnasium. A supply list will be available at Orientation. Books and supplies will not be available from the Academy Bookstore. Books and supplies vary by grade with total expenses usually around \$300–\$425.

Music directors will be available for information and registration in the cafeteria on Orientation Day.

First Week of School

First full day of school Monday, August 11

First bell 7:55 A.M.

Tardy bell 8 A.M.

For building security, children will need to enter the building without being accompanied by parents starting the first day of school. Helpers are posted in the halls to direct children in finding their classrooms.

Early Dismissal First Week

First Grade 1:40 P.M.

Second Grade 1:45 P.M.

Third Grade 1:50 P.M.

Fourth–Sixth Grade 2 P.M.

Arrival and Dismissal

Car Arrival

Students not enrolled in Morning ESD may be dropped off beginning at 7:30 a.m. Elementary students dropped off prior to 7:30 will incur a \$10 early arrival fee. Elementary students are not to wait in the front of the building or on the playground. They may enter the building using the west doors 1, 4, and 6 (Palafox side) or east door 1 and should go directly to their classroom.

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).

Note: For building security, children will need to enter the building without being accompanied by parents starting the first day of school.

Regular Dismissal

First Grade 2:40 P.M.

Second Grade 2:45 P.M.

Third Grade 2:50 P.M.

Fourth–Sixth Grade 3 P.M.

Students going home by car must be picked up at the dismissal times listed above in order to avoid undue congestion. Parents who have students dismissed at more than one time should come at the latest time to pick up all the students. Drivers must park and exit their vehicles to pick up their child. Students are only dismissed to the individual who is taking them home. To avoid congestion, elementary students should not go to the courtyard after being picked up. After 3:15 P.M., students are taken inside the building to be picked up.

We request that you not ask for older students to be dismissed early. When the weather is inclement, car students will be picked up at Doors 1 & 2 on the east side (Gr.1) or just past the playground on the west side (Gr. 2–6).

If a child who usually rides the bus is to be picked up by car that day, the parent should call the Office at least one hour before dismissal to make a transportation change. A child's word concerning a change in his schedule is insufficient. Any transportation calls for grades 1–6 must be made at least one hour before dismissal. (In order to expedite the call, please have your child's classroom number available.) All students going home by car must be picked up within 15 minutes of 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:

20 minutes after dismissal.....	\$10
60 minutes after dismissal	\$15
90 minutes after dismissal	\$20

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.

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.

Supervision of Students

Prior to entering school and following afternoon dismissal, parents should ensure that their children maintain behavior that is courteous, safe, and respectful of others while on school property. Supervisors will be on duty near the playground from 7:30 to 8:30 a.m. and 2:45 to 3:15 p.m. The playground is for PCA student use only. The school cannot be responsible for students outside the building before 7:30 A.M. and after 3:15 P.M.

Services

Bus Transportation

Transportation Director: Will Powell

transportation@pensacolachristianacademy.com

Regular bus service includes morning and afternoon routes, and is available for \$120 per pay period.

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. Parents interested in enrolling their child in bus service should enroll [online](#) by 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 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 bus 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.**

A copy of our bus safety regulations will be included with the bus schedule emailed to you. 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.

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

afternoon stop. Students missing their stop will be returned to the school, and a \$15 charge will apply.

For the first week, students will be dismissed early and the buses will leave one hour early. At the beginning of the second week, the regular day's schedule for dismissal will be followed. 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).

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.

Special bus instruction regarding first-grade students: Someone needs to meet first graders at the bus door, unless they are getting off the bus with an older sibling. If no one is there to meet them, they will be returned to school and the parents will be called to pick them up. Nametags, given out on Orientation Day, must be worn for the first month of school.

Extended School Day

ESD Director: Melody Ison

esddirector@pcastaff.com

Afternoon Extended School Day

Extended School Day is available for students in grades 1–6 after school until 5:30 P.M. at the rate of an additional \$170 per pay period. Extended School Day charges are for ten periods and are paid in advance beginning July 10. Parents interested in the Extended School Day should enroll [online](#) or at the office by July 10.

Identification (driver's license) is checked of the person picking up the child. Although ESD is not available on school holidays, it is available on early dismissal days. Pensacola Christian Academy expects full cooperation from both student and parent. **Children must be picked up by 5:30 P.M.** A surcharge (per child) will be made if a child is not picked up by 5:30 P.M.

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

A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in Extended School Day.

Grades 1–2 Extended Morning

Grades 1–2 Extended Morning is available between 7 and 7:30 A.M. The charge is \$50 per period. Extended School Day charges are for ten periods and are paid in advance beginning July 10.

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.

Music

AcademyMusic@pcastaff.com

Private Lessons

Enroll for music lessons [online](#) or at the office as soon as possible. Music directors will be available for information and registration in the cafeteria on Orientation Day.

A required music recital is presented each spring by students taking private lessons. A \$10 recital fee will be added to the May 1 statement.

Private lessons are \$100 per pay period. Students interested in enrolling in additional private lessons may do so for \$65 per pay period.

In January, private lesson students may enroll in after-school music theory for only \$15.

Notice: Absentee lessons (because of student's illness) will be made up if the school office is notified by 7:45 A.M. on the day of the lesson. Our policy is that we do not make up lessons or deduct for lessons missed because of a school holiday.

Piano and Harp

Piano instruction is available in grades 1–3 as semiprivate lessons for \$80 per pay period for beginning students only. Private lessons in piano for \$100 per pay period are also available. Private lessons are recommended for students in grades 4–6 and for any student who has had lessons previously. Group harp lessons are available to students in grades 3–6 for \$80 per pay period. Students desiring piano or harp lessons should [register](#) immediately.

Band

4th–6th-grade students interested in band instrument instruction may take private lessons for \$100 per pay period. A performance band will be offered to students enrolled in private lessons at PCA, with the uniform being the only additional expense.

3rd-grade students may enroll in January for semiprivate band lessons for \$65 per pay period, spring semester only. The lessons culminate with participation in the 3rd-grade band, with the spring Elementary Awards Concert being their first public performance.

Strings

Jaffé Strings Program is available for strings students Gr. 4 or older in violin, viola, cello, or bass. Class meets during the school day. No outside practice is required. Cost is \$75 per pay period. Advanced strings private lessons are \$100 per pay period. A performance orchestra will be offered to students enrolled in private lessons at PCA, with the uniform being the only additional expense.

Instrument Rental

A limited number of instruments are available for rent. Please contact the music office for more information.

Choral Groups

Grades 4–6 will be able to participate in choral groups with regularly scheduled practices.

A \$20 choral fee will be added to your Oct. and Feb. statements. This fee is nonrefundable should the student cancel from choir.

Lunch

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

Complete lunch \$3.50 each

Additional portions/sides. varies

Drink only \$.85 each

A lunch card will be given to students for purchasing lunch or beverage. If a student damages or destroys his lunch card, a replacement card will be made for a fee of \$7.50. This \$7.50 fee will be charged to your tuition account. Lunch charges will appear at the end of the month on your monthly tuition statement. Include lunch and beverage payments with your tuition payments.

Please Note: The last tuition payment (due May 1) is based on one regular tuition payment and lunch charges from April. Lunch charges for May are due before report cards may be issued.

Specialized Learning Center

SLC Director: Dr. Rick Enders

SpecializedLearningCenter@pensacolachristianacademy.com

The PCA Specialized Learning Center (SLC) provides instruction in phonics, language, reading, and arithmetic for eligible students in grades 1–6 who have a documented learning disability or ADHD. Conveniently scheduled to save parents time, all instruction takes place at school during the day, and the student remains with his regular class for subjects not requiring this academic assistance.

PCA faculty who have specialized training will utilize the same Abeka textbooks used in the regular classroom. This provides continuity in the material and further develops the student's confidence in their abilities to succeed in regular classes. Space is limited.

One subject \$75

Two subjects. \$130

Three subjects \$170

Withdrawal fee (*per resource*) \$50

Academics

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

Accreditation

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.

Informing Parents

Online Records

An online portal and mobile app allows parents to conveniently access their children's academic progress, attendance record, and test schedule. 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.

Report Cards

At the end of each grading period (Gr. 1–3: 6 weeks; Gr. 4–6: 9 weeks), electronic report cards are issued. (Paper copies are \$3 each.) Final grades will be accessible by Wed., May 27, if the account is clear.

Parent-Teacher Meetings

Parent-Teacher Meetings are scheduled at 7 P.M. on the same day report cards are issued.

Every parent is requested to attend each meeting for the benefit of his child and to obtain pertinent information concerning the school program.

P.T.M. dates are listed on the [School Calendar](#).

Important: Children are not to attend the Parent-Teacher Meetings and should not be brought to school on these evenings.

Conferences

Please feel free at any point throughout the year 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 visit from parents. We do urge, however, that such conferences be made by appointment outside regular class time.

Special Events

Assemblies

Grades 1–6: School assembly programs will be conducted at regular intervals. Assemblies begin at 8:15 A.M. (Gr. 4–6) and 9:30 A.M. (Gr. 1–3). Each student is encouraged to wear school colors on school assembly day.

Assembly dates are listed on the [School Calendar](#).

Grade Programs

Grades 3, 5: Each class in the third and fifth grades will present an annual class program consisting of a demonstration of grade academics and a play for the benefit of parents and interested friends. Students must be in attendance at school the day of their program in order to participate.

Parent Day

Parents are invited to visit their child's classroom on these days.

Grade 1	Mar. 27	8:45–9:45 A.M.
Grade 2	Apr. 16	8:45–9:45 A.M.
Grade 4	Feb. 26	8:45–9:45 A.M.
Grade 6	Mar. 27	10–11 A.M.

Textbooks

Abeka curriculum and textbooks, written from a Christian perspective, are used. Each student must furnish his own supplies and softback books. It is considered unethical for parents or students to access teacher guides, test/quiz booklets, or answer keys. Use of these items will be considered cheating.

Grading Scale

A 90–100 B 80–89 C 70–79 D 60–69 F 0–59

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons.

- **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
- **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's grade. Repeated delinquent homework could result in after-schools or suspension.

Bible Class

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, history, geography, arithmetic, and science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come.

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.

Academic Probation

A student showing substantial academic deficiency may be placed on probation. If sufficient effort or improvement is not seen, students on probation may not be permitted to continue at PCA.

Attendance

Absences

In case of absence, the parent must send a dated note or email to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an absence. The only excused absences are those for student illness, death in the immediate family, or student doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absence. Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the administration before the absence occurred. Unexcused absences during final exams will result in an academic penalty. Any student who is absent 40 days or more may not pass the school year.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, please procure permission from the administration prior to finalizing plans or travel arrangements.

A student must attend school the day of any activity (music concerts, programs, 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

Elementary students arriving late to school should be signed in at the Front Lobby by a parent. Tardiness is disruptive to the classroom and has an adverse effect on your child's educational progress. Three unexcused tardies in any grading period will carry the penalty of an unexcused absence, and the student may be asked to make up work. Additional unexcused tardies within a grading period will lead to a \$5 tardy fee and academic penalties.

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

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

PCA 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 an 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 the next page.

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

Student Responsibilities

To encourage a successful school experience, parents are expected to review the following information with their elementary student.

Biblical Principles

PCA is a Christian institution in both philosophy and practice. We believe that the Bible is the infallible Word of God (2 *Tim.* 3:16–17). After hearing the truths of Scripture, our desire is that each student will know what it means to be a Christian (*Eph.* 2:8–9; *Isa.* 45:21–22; 1 *Tim.* 2:4) and then continue to grow spiritually through the internal work of the Holy Spirit (1 *Cor.* 6:19–20). The result is a life committed to God and separated from activities that hinder spiritual growth.

Conduct

Each student is expected to act in a manner that reflects godly character traits and self-discipline. Students are to emulate the biblical idea to “love thy neighbour as thyself” (*Gal.* 5:14) and to practice courtesy, kindness, honesty, morality, respect, modesty, responsibility, and diligence.

To promote an environment that is conducive for growth, students are expected to avoid association with or participation in activities that are contrary to biblical principles. The following is not a complete list but is representative of unacceptable conversation and behavior: lying; stealing; swearing or indecent communication (verbal, written, or electronic); forging another’s name; cheating; possession or use of alcoholic beverages, drugs, tobacco, e-cigarettes, vaporizers, or related products; pornography; promoting or participating in premarital sex, homosexual or transgender lifestyles, or other lifestyles contrary to Scripture; inappropriate online or social media content; and involvement in any music that includes or encourages the aforementioned activities.

Students are to avoid association with or participation in activities that cause dissension whether in person or through any online presence. Each student is fully responsible for the reputation he builds for himself, including online and through social media. Accordingly, it is unacceptable to engage in activities such as deliberately damaging school’s or another’s property, bullying, fighting, violence, threats of

any kind, public disruptions, and promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, or any divisive activism. Students may not possess anything that could be used as a weapon.

Accountability

PCA desires for each student to grow academically and socially. In order for learning to occur, it is necessary for the teacher to effectively manage the classroom.

When misconduct occurs, corrective measures will be used to help the student change his behavior and attitude. Typical corrective measures include time-out, a student-teacher conference, an assigned after-school, a student-administrator conference, and a parent-teacher conference. A student assigned an after-school for multiple homework offenses, lack of responsibility, or behavior will be given a note to inform the parent. This note must be signed and returned the next school day. Failure to return the signed note will result in an additional day of after-school. Should a student not stay after school, this will result in a conference with the administrator and additional disciplinary action. Students can be suspended for an accumulation of after-schools. Parents may also be asked to come to school during the day to assist with major behavioral problems.

Students' desks, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students may be expelled for association with illegal activity, as well as for any action or statement associated with violent behavior, including a joke which could be interpreted as a threat. Students may be withdrawn or refused enrollment at the discretion of the administration for a divisive spirit or promoting division. Students who do not report wrongdoing may be subject to disciplinary action.

Pensacola Christian Academy has the reputation of providing an excellent education with every student treated equally and fairly regardless of nationality, race, or background. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by the standards of conduct. A student's conduct or attitude that is not in alignment with PCA may result in disciplinary action which could include after school, loss of privilege, suspension, or transfer out. A student who has been suspended from

school for any reason may receive zeros for classes missed. PCA expects full cooperation from both student and parent. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Attendance at PCA is a privilege and not a right.

Dress

There are no regulations concerning uniform clothing; however, students should maintain a neat, conservative appearance while adhering to the principles of modesty, distinction, and appropriateness at all school functions. Clothing should be loose-fitting, and students are to avoid wearing clothing with designs, symbols, or images associated with activities contrary to PCA standards of conduct. Students may not wear casual, beach-style flip-flops or strapless shoes to school. Tattoos or body piercings are not permissible, and hair should be a natural color.

We ask that students refrain from wearing current trends in fashion which set a very casual environment that often carries over into the learning atmosphere. The school administration reserves the right to initiate policies on new fads and changes in style during the school year.

Girls should wear regular skirts and blouses or dresses. Please—no midriffs, split skirts, shorts, or miniskirts. Sundresses or jumpers with thin straps must be worn with a blouse. Sheer or lace material is considered a fashion accessory and should not be worn in lieu of a traditional blouse. Tights/leggings (not pants or shorts) may be worn under skirts or dresses. Denim should not be tattered, torn, or extremely faded. Sixth-grade girls' skirts must be long enough to come no more than two inches above the kneecap when standing or sitting. Girls are asked to wear no more than two sets of earrings. These should be worn in the earlobes only.

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.

All boys should wear tailored casual/dress pants or walking shorts or traditional jeans. Shirts are to remain tucked in. All boys should wear socks. Clothing should not be tattered, torn, or extremely faded. Athletic pants/shorts, sweatpants, pajamas, or sleeveless shirts should not be worn to school.

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 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

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 encourage parents and students to report any suspicious activity (even from social media) to the principal or dean.

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

Financial Information

The \$90 registration fee must be paid at the time of registration and is nonrefundable and nontransferable. The tuition rate is \$360 (1–3) and \$375 (4–6) per payment. 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 to make room for those on waiting lists.

The tuition and fees for bus, music, 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. 3
Sept. 2	Sept. 10	Sept. 4 Sept. 30
Oct. 1	Oct. 10	Oct. 1 Oct. 24
Nov. 3	Nov. 10	Oct. 27 Nov. 20
Dec. 1	Dec. 10	Nov. 21 Dec. 19
Jan. 7	Jan. 12	Jan. 7 Jan. 30
Feb. 2	Feb. 10	Feb. 2 Feb. 27
Mar. 2	Mar. 10	Mar. 2 Mar. 25
Apr. 1	Apr. 10	Mar. 26 Apr. 23
May 1	May 11	Apr. 24 May 20

Note: Any student whose account is not paid in full will not be admitted to class beginning Friday, May 15.

Financial Policies

Prior to each payment date, the account holder will receive email notifications that his 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 \$15 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 \$15 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. 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 music lessons, 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, milk, 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.

Multiple-Child Discount

The tuition rate is \$360 (1–3) and \$375 (4–6) per payment (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.*

Paper

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 each grading period. The paper fee is waived for parents who choose to receive information electronically. Parents currently receiving electronic communication do not need to sign up again.

Sending Money to School

Money should always be sent in a sealed envelope with the following information on the outside:

- Child's name
- Amount (and purpose)
- Teacher and room number

Tax-Exemption Status/Funding

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

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. Mon. through Fri. The phone number is 850-478-8495. Students may go to the bookstore with a parent or with permission from the teacher. Purchases made during school hours should be limited to books and supplies.

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.

Electronic Devices

Use of cell phones and electronic devices (including smartwatches/glasses, electronic games, tablets, etc.) is not permitted during school or on the bus. Students may use the courtesy phone or their personal phone at the office after receiving permission from the office to do so.

Library

Students in grades 1–6 regularly visit the school library. Books not returned by the due date are charged a fine of 25¢ per school day. Students are responsible for lost and damaged books, including the cost of the book, processing, and binding. Thanks to our students' participation in the annual candy sale, we acquire many new books each year.

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.

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

Pensacola Christian Academy admits students of any race, color, and national or ethnic 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, and national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs. During the month of February, presently enrolled students may enroll for the fall term on a first-come, first-served basis.

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 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, uniforms, etc.) with respect and care and will be financially responsible for damage, defacement, or loss.

Solicitation

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

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.

Summer Information

Summer School

PCA Summer School is designed to give needed review in reading, phonics, language and arithmetic. Classes are held daily from 8 A.M. to noon, for five weeks in June and July. The principal will notify parents within a week of school dismissing for the summer if your child is recommended or required to attend PCA Summer School.

Summer Music Lessons

PCA offers private lessons for a variety of instruments in June and July. Contact PCA's Music Office or your child's music teacher for more information.

Summer Library Program

In order to access quality reading resources during the summer, students enrolled in grades 1–6 at PCA for fall 2025 will be able to check out books from the Lower Library. Contact the Academy Office for dates and times that the Lower Library is open.

Summer Camps

Camp o' the Pines

Children ages 8–12 can enjoy overnight camping in June and July at Camp o' the Pines. There are excellent facilities including zip lines, water slides, swimming, softball, volleyball, archery, riflery, table tennis, canoeing, and other exciting activities. Go to CampOPines.com for more information.

Sports Center Day Camp

An exciting summer of activities is available for children ages 6–12. The camp will use the PCC campus facilities including the Sports Center. Young people have the opportunity to participate in bowling, swimming, miniature golf, table tennis, ice-skating, and indoor water slides. Students may enroll for a week, a month, or the entire summer. Go to SportsDayCamp.com for more information.

Discover Day Camp

A fast-paced, fun-filled summer of hands-on learning and exploration awaits children ages 6–12. Our exciting, skill-building activities and games provide children with unique learning opportunities while having fun and making new friends. Enroll your child for a week, a month, or the entire summer. Visit DiscoverDaycamp.com for more information.

Gr. 1–6 Fee Overview

Enrollment

Registration \$90

Tuition

Elementary

Grades 1–3 \$360

Grades 4–6 \$375

Tuition Discounts

2nd student 10%

3rd/additional student 20%

Specialized Learning Center

One subject \$75

Two subjects \$130

Three subjects \$170

Early withdraw (*per resource*) \$50

Bus Service

A.M./P.M. Bus Service \$120

Additional/Alternate Stops \$25

Return to School \$15

Extended School Day

ESD \$170

Morning ESD \$50

Lunch

Lunch, Gr. 1–6 \$3.50

Additional portions/sides varies

Drink \$.85

Music

After-School Theory \$15

Choral \$20

Instrument Rental (*at home*) \$35

Instrument Rental (*at school*) \$25

Jaffé Strings \$75

Private Lessons \$100

Additional Private Lessons \$65

Recital \$10

Semiprivate Lessons \$80

(*piano, harp*)

Third-Grade Band (*spring*) \$65

Late Fees

Account Payment \$15
(*all accounts*)

Library Book \$.25/day
(*per book*)

Car Pickup

20 minutes after dismissal \$10

60 minutes after dismissal \$15

90 minutes after dismissal \$20

Extended School Day Pickup

After 5:30 \$10

After 5:45 \$15

After 6:00 \$20

Miscellaneous

Athletic Participation \$110

Early arrival \$10
(*per day*)

Library Book Binding varies
(*per book*)

Library Book Processing \$20
(*per book*)

Lost and Found \$.25
(*per item*)

Paper (per semester) \$25

Printed Report Card \$3

Reinstatement \$25

Replacement ID Card \$7.50

Returned Check \$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
CHURCH**

on PCC campus

Schedule of Services

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

Listen to sermons online—
visit **CampusChurch.com**



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250 Brent Lane

Tours of the College are given daily.
Call **850-478-8496.**

Grades 1–6 Handbook
2025–2026



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