



PROVIDENCE CHRISTIAN ACADEMY

Soli Deo Gloria

VISITS – DROP-OFF & DISMISSAL POLICIES

VISITORS

Visitors are welcome and must first register at the school office. We want to make every effort to avoid disruptions to the classroom schedule.

DAILY ENTRANCE PROCEDURES

Teachers arrive at 8:00 A.M. for Faculty prayer. Parents dropping off students prior to 8:20 A.M. should arrange with the office for Extended Care. When arriving in the morning, students may enter the building by the second arched door way at the top of the steps in the WTS Education and Conference building.

The school will make every effort to have someone at the steps in front of the door to greet your child. In the absence of a greeter, please escort your elementary age child to the PCA Classroom #18 directly up the stairs. When you reach the top floor, the PCA office and classrooms are straight ahead on the left.

All students should be in their seats and ready for 8:30 A.M. morning devotions. Students arriving late must report to the office and sign in before entering the classroom.

DISMISSAL PROCEDURES

Student dismissal is at 3:00 P.M. Parents and buses pick up children in front of the WTS Education and Conference Building. Students leave the building by the same door they entered—the second arched door way at the top of the steps in the WTS Education and Conference building. All students should leave the building at 3:00 P.M. unless arrangements have been made for Extended Care.