

Elementary K-5 Faith Christian Academy Tardy Policy

Drop Off: Students are expected to be in the classroom ready for class to begin at:

8:00 a.m. at the FCA Elementary Campus (grades 2-5)

8:15 a.m. at the Winnwood campus (grades K and 1.)

Pick Up:

11:15 a.m. for **Half Day Kindergarten** students

3:15 p.m. for **Winnwood** (grades K and 1) students

3:25 p.m. for **FCA Elementary Campus** (grades 2-5) students

In order to discourage tardies at both drop off (bringing students to school) and pick up (picking students up from school), Faith Christian Academy will observe the following policies in regards to handling tardiness in grades K-5.

Tardy Drop Off Policy – *exceptions will be made for times when multiple students are tardy due to bad, weather, accidents, etc.*

1. 1st time- The office will send a notice home.
2. 2nd time- The office will send a notice home.
3. 3rd time- The office will send a notice home.
4. 4th time- Headmaster Greco will send a notice home.
5. 5th time- Headmaster Greco will contact your family by phone
6. 6th time- Headmaster Greco will meet with your family
7. 7th time and afterwards - \$10 per tardy
8. Starts at a new semester

Tardy Pick-Up Policy

1. **Please call if you are going to be late/grace given until Labor Day**
2. **From 3:45 to 4:00 Winnwood, 4:00-4:15 FCA --\$10 per car**
3. **From 4:01 to 4:15 Winnwood, 4:16-4:30 FCA --\$20 per car**
4. **From 4:16 to 4:30 Winnwood, 4:31-4:45 FCA --\$30 per car**

I have read, understand, and will abide by these tardy policies.

Father's name printed

Mother's name printed

Father's signature

Mother's signature