

**8-15-23**

## **Final Forms**

Every parent/student **MUST** update and sign Final Forms [HERE](#) by next Monday, 8/21. We JUST added a few new forms so **if you have already signed your forms for this year, please go back in to sign the rest of them.** Thank you! If you need assistance please email [support@finalforms.com](mailto:support@finalforms.com)

## **Recess Monitor Needed at the Elementary School**

If interested please email the Elementary School Principal, Tammy Hall, [thall@mcaschool.net](mailto:thall@mcaschool.net)

## **MCA Food Service Job Openings**

The MCA Food Service Department is taking applications for part-time positions!

**If interested in supporting MCA in the Food Service Department, please consider the following:**

Part-time positions work Monday through Friday from 8:30 am – 1:30 pm when school is in session. Willing to consider 2-3 days a week.

Food Service staff enjoy preparing, cooking, and serving food while maintaining food and kitchen safety.

These positions assist with the setup and clean up of the kitchen and lunchroom before, during, and after lunch.

Food Service staff enjoy connecting with students to guide and encourage Christian conduct and food safety in the lunchroom while supervising students during scheduled lunches.

This is a great employment opportunity in a professional, loving, and welcoming Christian environment.

Please contact Vanessa Finan, Director of Food Service, if you're interested. [vfinan@mcaschool.net](mailto:vfinan@mcaschool.net)

## **Lunch Accounts**

The Food Service Team is excited to welcome everyone back!! We look forward to serving the students and staff of MCA! Please manage your student(s) Payschool Central (PSC) lunch account prior to the start of the school year.

We do accept cash or check at time of sale, however, the Payschool account system provides a cashless experience for buyers and is preferred at MCA.

A positive balance is required for purchases. Patrons may not make purchases unless funds are available. Instructions on how to setup an account and load money can be found here and on our website :

[Lunch-Account-Setup.pdf \(medinachristian.org\)](#)

[PSC-Payments.pdf \(medinachristian.org\)](#)

[PSC-Registration.pdf \(medinachristian.org\)](#)

MCA microwave use policy: [Microwave-Policy.pdf \(medinachristian.org\)](#)

Weekly menus for the Elementary, Middle School and High School will be posted on the website under Food Service on Wednesday August 16th.

Please contact [vfinan@mcaschool.net](mailto:vfinan@mcaschool.net) with any Food Service related questions.

We look forward to providing quality nutritious meals for MCA!!

In Christ,

MCA Food Service Team

## **Elementary Drop Off and Pick Up Procedures**

If you have multiple children, please drop them off at their correct door. Preschoolers cannot enter the building with older siblings at the back entrance. Older siblings cannot enter the building at the front entrance.

**PreK ALC morning drop off:** (\$8/hr/student) is available in the ALC room from 7:00-8:30. Students must be registered in advance. Please ring the doorbell at the ALC/Preschool Entrance. A teacher will meet you at the door and escort your child to the ALC. You must sign your child in at the door.

**PreK ALC afternoon pick up:** (\$8/hr/student) is available until 5:30. Students must be registered in advance. Please ring the doorbell at the ALC/Preschool Entrance. A teacher will escort your child to you. You must sign your child out at the door.

**K-5th Grade morning ALC:** (\$8/hr/student) is available from 7:00-7:30. Please ring the doorbell at the ALC/Preschool Entrance. A teacher will meet you and escort your child to the ALC. You must sign your child in at the door.

**K-5 Grade afternoon ALC:** (\$8/hr/student) The ALC hours for the elementary building are from dismissal until 5:30. If you are picking up after 3:30 pm, please ring the bell at the Preschool Entrance. A teacher will bring your child to you. You must sign your child out at the door. **Please let your child's teacher know in the morning if your student will be staying for ALC that day.**

**K-5 Regular arrival (through the Gymnasium Entrance) will begin at 7:30.** When dropping off, parents should pull through the cones along the curb. To ensure that students are not walking near other cars, ALL students are to exit the car on the right curbside by a staff member. **Parents, please stay in your car during drop-off.** Students will be supervised in the gym and wait there until their teacher escorts them to their classroom at 8:25.

**K-5th Regular dismissal (Gymnasium Entrance):** Students are dismissed at 3:15. The carline is located at the back of the building. Please form 5 lines. Please make sure your car tag is displayed. Please watch for pedestrians as you progress through the line. **Students will be brought to your car. Parents, please stay in your car during pick up.**

**PK3 morning class drop off:** Parents will drop off under the awning at the Front Lobby Entrance. Teachers will be there to take your child to class. Drop-off is between 8:20-8:30 am. Please do not arrive before 8:20 am. **Parents, please stay in your car during drop-off.**

**PK3 morning class pick up at 11:30 am:** Your student will be brought to your car at the Front Entrance at 11:30 am. **Parents, please stay in your car during pick-up.**

**PK4 morning class drop off:** Parents will drop off under the awning at the Front Lobby Entrance. Teachers will be there to take your child to class. Drop-off is between 8:20-8:30 am. Please do not arrive before 8:20 am. **Parents, please stay in your car during drop-off.**

**PK4 morning class pick up at 11:30 am:** Your student will be brought to your car at the Front Entrance at 11:30 am. **Parents, please stay in your car during pick-up.**

**PK4 afternoon class drop off at 12:30 pm:** Parents will drop off under the awning at the Front Lobby Entrance. Teachers will be there to take your child to class. Drop-off is between 12:20 pm-12:30 pm. Students may not arrive before 12:20 pm. **Parents, please stay in your car during drop-off.**

**PK4 afternoon class pick up at 3:15 pm:** Your student will be brought to your car at the Front Entrance at 3:15 pm. **Parents, please stay in your car during pick-up. Please do not arrive at the front before 3:00 pm.**

**Kindergarten Prep morning class drop off:** Parents will drop off under the awning at the Front Lobby Entrance. Teachers will be there to take your child to class. Drop-off is between 8:20-8:30 am. Please do not arrive before 8:20 am. **Parents, please stay in your car during drop-off.**

**Kindergarten Prep morning class pick-up:** Your student will be brought to your car at the back gym entrance at 11:30 am. **Parents, please stay in your car during pick-up.**

**Kindergarten Prep afternoon class drop off:** Parents will drop off under the awning at the Front Lobby Entrance. Teachers will be there to take your child to class. Drop-off is between 12:20 pm -12:30 pm. Students may not arrive before 12:20 pm. **Parents, please stay in your car during drop-off.**

**Kindergarten Prep afternoon class pick-up:** Your student will be brought to your car in the carline at the back of the building at 3:15 pm. Please form 5 lines. Please make sure your car

tag is displayed. Please watch for pedestrians as you progress through the line. **Students will be brought to your car. Parents, please stay in your car during pick up.**

## **Middle/High School Drop Off and Pick Up Procedures**

6-12 Grade - Parents, please stay in your car during drop off and pick up. Your student will come out to you at pick up. Please help to keep the line moving. Please make sure car tags are clearly visible at pick up.

The **Middle and High School** (6-12) will start at 8:15 and end at 3:00. Early drop off will begin at 7:30. The latest pickup time is 5:00 \*\*\*Please note this pick up time change. Please refer to the student/parent handbook for fees incurred if students are picked up past 5:00 pm.

Please look for an additional email regarding further directions for upper campus drop off/pick up and parking.

## **Summer Reading/Assignments**

Summer Reading/Assignments are highly suggested, but only required for students going into 6-12 grade. All work is due on the first day of school.

These can always be found on our website at [www.medinachristian.org](http://www.medinachristian.org), click on **Current Families** at the top and they will be under **Academic Resources** or you can click [HERE](#).

## **Back to School Supply Lists**

Can always be found on our website at [www.medinachristian.org](http://www.medinachristian.org), click on **Current Families** at the top and they will be under **Academic Resources** or you can click [HERE](#).

## **Art Supplies K - 6**

Reminder, every student in grades K - 6 must bring in art supplies. These will be separate from your regular classroom supplies. Click [HERE](#) to view the art supplies.

## **Back To School Meet & Greet**

Will be Thursday, August 17 from 12-5 and Friday, August 18 from 9-4. You will be able to drop off school supplies at this time as well. If you have not received a Sign Up Genius link to

schedule a time to come in with your student please email Carla Collier at [ccollier@mcaschool.net](mailto:ccollier@mcaschool.net)

## **MCA Website**

Please visit our website at [www.medinachristian.org](http://www.medinachristian.org) and click *Current Families* at the top. If you are using your cell phone, you must click on *Info* and then *Current Families*. Under the Current Families section you will find important information including lunch menus, drop off procedures, student appearance standards, MCA Spiritwear Shop, etc...

## **Uniforms**

Students in grades K-12 wear uniforms. You can order school uniform shirts on our website at [www.medinachristian.org](http://www.medinachristian.org) under the *Current Families > Forms and Important Information > MCA Spiritwear Shop* page or by clicking [HERE](#). You can also order athletic wear on the [Athletic Official Spiritwear Store](#). Plaid skirts can be ordered on the [Schoolbelles](#) website. **If your spiritwear shirts do not arrive before school starts you may wear a plain shirt with either khaki or black bottoms.**

## **Student Appearance Standards**

The most up to date version can always be found on our website at [www.medinachristian.org](http://www.medinachristian.org) on the *Current Families* page under *Forms & Important Information* or by clicking [HERE](#).

The most up to date version includes the requirement for full length black leggings to be worn under skirts for all 6 - 12th grade young ladies. Skirt length is to be not higher than two inches above the top of the knee. If any further changes are made to the Appearance Standards we will inform you immediately.

## **MCA Calendar**

The most up to date school calendar can always be found at [www.medinachristian.org](http://www.medinachristian.org) under the *Current Families* page at the very bottom or by clicking [HERE](#).

## **First Day of School**

PK3, PK5 - 12 grade will begin on Tuesday, August 22. PK4 will begin on the 23rd.

## **FACTS Family Portal**

You can access your Family Portal in FACTS by clicking [HERE](#). You can view your student's grades and attendance in your Family Portal. If you have any difficulty logging in, please contact Carla Collier. [ccollier@mcaschool.net](mailto:ccollier@mcaschool.net)

## **FACTS Tuition Management**

If you need to change anything with your tuition payment plan or need to change your bank account information, please contact FACTS Tuition Management at 866-412-4637.

## **MCA Website**

Please visit our website at [www.medinachristian.org](http://www.medinachristian.org) and click *Current Families* at the top. If you are using your cell phone, you must click on *Info* and then *Current Families*. Under the Current Families section you will find important information including lunch menus, drop off procedures, student appearance standards, MCA Spiritwear Shop, etc...

## **Payments**

All payments, including extracurricular activities, ALC, etc., can be made online under *Current Families* or by clicking [HERE](#). For billing questions, please contact Kelly Utlak at [kutlak@mcaschool.net](mailto:kutlak@mcaschool.net).

## **MCA Weekly Updates**

Every week during the school year be sure to check your email for an MCA Weekly Update from the school. The Update will give you all the important information happening in the upcoming days/weeks. All Weekly Updates can also be found on our website under *Current Families*.

## **Parent Alerts**

If the school needs to make an important, time-sensitive, announcement (including a school closure due to weather, etc..) you will receive a text alert on your cell phone.

## **Car Tags**

Each new family will be given two car tags at the Meet & Greet. If you need an additional one please email Carla Collier at the Elementary School [ccollier@mcaschool.net](mailto:ccollier@mcaschool.net), Christa Tran at the Middle School [ctran@mcaschool.net](mailto:ctran@mcaschool.net) or Laurie Wood at the High School [lwood@mcaschool.net](mailto:lwood@mcaschool.net) and they will send it home with your student. Returning students, please use your car tags from last year. If you should need an additional one please email Carla Collier, Christa Tran or Laurie Wood. **Car tags should be clearly visible by hanging them from your rearview mirror when picking up your student in car line.**

## **Authorized Pick Up Persons and Emergency Contacts**

When you enrolled your student you should have listed certain people that are authorized to pick up your student and people to call in case of an emergency. If you did not do this please email Carla Collier at the Elementary School [ccollier@mcaschool.net](mailto:ccollier@mcaschool.net), Christa Tran at the Middle School [ctran@mcaschool.net](mailto:ctran@mcaschool.net) or Laurie Wood at the High School [lwood@mcaschool.net](mailto:lwood@mcaschool.net) with the following information: The person's first and last name, relationship to the student, cell number and whether that person is authorized to pick up the student and/or be listed as an emergency contact.