



# THE EAGLE UPDATE

## BACK TO SCHOOL NEWSLETTER

*Today's special edition newsletter contains important information for the Back to School Bash and the first day of school.*



### Important information for Back to School Night:

- Please pick up the following things from your classroom/homeroom (if applicable): Elementary - Yearbooks (if you ordered one last year), Secondary - locker combination and schedules
- New parents (Beginnergarten-12th) are encouraged to attend a meeting in the Auditorium at 6:00.
- 6:35- 6th grade parent meeting
- 7:00- 9th grade parent meeting
- 7:25- 12th grade parent meeting
- Please take your back to school night photos this evening! For safety and security, parents will need to say goodbye to their students at the door on Tuesday morning and will not be able to come inside the building.
- ACA's leadership team will be available in the gym for questions.
- Our principals will be in the main lobby.
- There will be volleyball shirts, basketball shirts, and athletic passes available to purchase in the gym.
- Register to win free tickets to the gala!
- **Bound** - Athletic Scheduling
- We recognize that Back to School Night can be a lot for our littlest students. If your Beginnertener or Kindertener needs a one-on-one opportunity to meet with their teacher, please sign up using the link they emailed to you.
- PTF is sponsoring an ice cream truck! Our students can grab a ticket as they leave and get a treat from the truck. We kindly ask that the ice cream treats stay outside.

### Parking

Again this year, we will have tags for all student drivers at ACA. If your student DID NOT drive to school last year but plans to do so this year, please complete the driver form [here](#).

- Freshmen and sophomores will park on the street. Please remind your student drive to be courteous of the neighbors on Sharmin and 2nd and do not park in front of their driveways. Students also should not park on Sharmin between 1st and 2nd to allow for flow of traffic during drop-off and pick-up times.

- Juniors and seniors will park in their assigned space. Juniors and seniors must pick up their tag and assigned spot at the Back to School Bash on Thursday, August 21. Those who do not have their tag picked up will not be allowed to park in the parking lot on Tuesday. They will get their pass in homeroom and park there on Wednesday.
- Students who do not park in the correct place will be asked to move.



This year, there will be very few open spots in our parking lot. If you are coming to volunteer, you may park in the designated volunteer spots; however, if those are full, you may need to park on the street.

Please do not park in the east lot, as that is reserved for staff parking and there will be no extra spots available.

This year, we are encouraging all parents to drop-off students using the carline. There are no spots available for parents to park and walk-in their children. If you would like to park and walk your child in, please park on the street and walk them over.

## Smart-Device Free Policy

With our new smart-device free policy, secondary students who have not completed the exemption form will be given a number at back to school night. That number is the spot they will place their phone each day when they arrive. Those can be picked up in the gym at the Back to School Bash.

## Nursing

If your child has a need for medication administration at school or has any life-threatening diagnosis (e.g., anaphylactic allergy, asthma, diabetes, or a history of seizures), or has a provider's order for dietary restrictions, please see Nurse Johnson in her office (located across from the gym) at Back To School Night so that a proper health plan can be put in place. Nurse Johnson will alert pertinent staff to important details. Health forms for Medication Administration, Asthma, Allergies, Epinephrine, and Seizures are available on the [website](#).

## Security Protocol

During the school year, please plan to enter and exit through the office during all school hours, as all other doors will be locked and will trigger an alarm. School office hours are 7:30 a.m. to 3:45 p.m. Monday through Thursday and 7:30 to 2:00 p.m. Fridays.

## School Handbook

There is a lot of information in our school handbook, including information on our new phone policy, updated dress code, and more. [It can be viewed here.](#)

## JMC Tutorials

JMC is the school management system used at ACA. It is where you'll check your student's grades. You can set up notifications for the system to notify you if your child misses an assignment or grade drops below a certain level. Please use these videos to learn about JMC. Here are tutorials for JMC, including alerts for grades and attendance.

[JMC family](#)

[JMC family app tutorial](#) Our pin code is 0533

## SECONDARY Drop-off/Pick-Up Procedures

The safety of our students is of the utmost importance to us. Drop-off and pick-up times make our parking lot (and the neighborhood) a very busy place. There is a very specific drop-off and pick-up procedure that is outlined below, and a diagram is provided for those who would like to see it visually.

There will be staff that will be directing you; please follow their instructions. The staff may be direct at times because their primary concern is the safety of our students and ensuring a smooth drop-off and pick-up process. Car signs will be available for pick up at the Back to School Bash.

## **SECONDARY DROP-OFF PROCEDURES**

Enter from the northern most entrance on Sharmin and follow the arrows on the map and exit heading west on First Street. There will be no left turns permitted out of the parking lot during drop-off and pick-up hours. If you need to get out of your car for *any* reason (good-bye hugs, getting band instruments out of the trunk, walking them to the sidewalk), you must park in one of the volunteer spaces south of the gym. Because every parking spot is assigned to a student, please do not park anywhere else. Please also yield to traffic entering and exiting the chiropractor's office. **You may not enter from Sharmin from the south.** You will be asked to drive down Sharmin, turn around, and come back.

## **SECONDARY PICK-UP PROCEDURES**

**6th grade - will be picked up on the EAST side.**

Please come at your **OLDEST** child's time. If you arrive earlier, you will be asked circle around and come back. This year, we will be using color-coded signs and you will be asked to circle around and come back until your color is being picked up. Please also note that Friday times are different than Monday-Thursday in minutes, not just hours.

Monday-Thursday

6th - 3:35

Friday

6th - 1:45

At 3:45 on Monday-Thursday, all remaining students BK-6th grade will be escorted to after school care. At 1:50 on Fridays, all remaining children BK-6th grade will be escorted to after school care. Students cannot be watched by older siblings, and if your child is checked in to after-care, you will be charged for the day.

Our main goal during pick-up time is to get cars off of First Street, so please follow these instructions to ensure a smooth, quick process. Please have your car signs with last names to be shown on passengers side front window or dash. To pick-up your child in carline, please enter from First Street. You will follow the arrows (on the provided map) around the parking lot. Staff will load your child as they are able. As soon as your child is loaded, please exit the parking lot by heading west on First Street. No left turns will be permitted, nor will staff allow cars to go in front of the gym to exit through the west driveway. It is recommended you go west to Abilene to turn north as Sharmin is very busy during this time for Middle School/High School pick-up.

In an effort to get cars off of First Street, staff may instruct you to go down the center aisle. Please stay as far to the right as possible. If you are instructed to pull down the center aisle, your student will be loaded into the car in that aisle. **DO NOT** pull into the drop-off line. After your child is loaded, you can pass the cars on the left and exit the parking lot.

If your child cannot buckle their seatbelts, you must park and walk up to the door to get your child. Staff will not buckle any students. If you are parking for any reason, please tell staff and they will direct you where to park.

### **7th-12th Grade**

Please arrive at 3:35 to pick up your 7th-12th grader as the final bell rings at 3:30 and students need time to pack up. Please enter the parking lot on Sharmin from the north. Entering from the south will not be permitted. The staff will call the names as far as they can see on Sharmin. This year, we will be requiring all cars to go through the parking lot to pick up. We will not have parents park on the street, as crossing the street has become dangerous with the amount of traffic on Sharmin. As you go through the parking lot, please yield to the cars at the chiropractor's office and turn right (west) out of the parking lot. Staff will not call names for cars entering on Sharmin from the south or who are parked on the road. If you are parking and asking your child to walk, please park on 3rd Street.

If you have an elementary child and secondary student, your secondary student will need to meet your elementary child within the building and exit together out the west lobby doors.

No elementary students will be allowed to stay for secondary student practices after school. They will be escorted to Little Eagles Nest, our after school program.

Juniors and Seniors may not back up in to carline. They need to leave right at 3:30 before the line has formed or after 3:40 when the parking lot monitors have gone back inside.

### **Pedestrians/Bicyclists**

Students or adults riding a bike on or off campus should dismount and walk their bicycle on the sidewalk through the school's parking lot and walk it up onto the sidewalk around the gymnasium toward the front entrance where bike stands are located.

Pedestrians / Bicyclists leaving the school grounds moving West should walk the bike on the sidewalk around the gym cross the lot at the corner of the gym moving diagonally towards the chiropractic building and walk the bike on the sidewalk past that business and across Sharmin Street.

Pedestrians / Bicyclists leaving the school grounds moving East should remove bike from bike stand near the main entrance then walk the bike along the main sidewalk to the end move toward the lot duty vested person to cross the lot and exit the main driveway traveling West on the First Street sidewalk to the traffic light. Obey the pedestrian light and walk the bike across State Street to continue ton travel West on the sidewalk or travel North on State Street on the East side of the street.

When you are picking up your children, we want to be good neighbors. Please do not park at Casey's, the strip mall or the chiropractor's office.

---

## ELEMENTARY Drop-off/Pick-Up Procedures

The safety of our students is of the utmost importance to us. Drop-off and pick-up times make our parking lot a very busy place. There is a very specific drop-off and pick-up procedure that is outlined below, and a diagram is provided for those who would like to see it visually.

There will be staff that will be directing you; please follow their instructions. The staff may be direct at times because their primary concern is the safety of our students and ensuring a smooth drop-off and pick-up process. Car signs are available for pick up at Back to School Night or the first day of school if you do not attend the Back to School Bash.

### **DROP-OFF PROCEDURES**

#### **Before Care**

Before school care is available from 6:45am-7:30am. This will be over at our preschool and childcare facility at Faith Baptist Bible College located at 900 NW 4th St, Building 14 at the far west end of 4th St. At 7:30 a.m., students will be transported to ACA in the school van.

You may drop off your child starting at 7:30 at ACA; there is great supervision for them in the cafeteria. Enter off of First Street and use the far right lane. **Pull up to the tree** on the southwest corner and let your child out of the car. Please see the diagram to see the spots where children should be let out of the car. Please do not let your child out of the car unless you're in one of the designated places or you have parked. Do NOT let your child out in front of the doors, as that backs up traffic. If you need to get out of your car for any reason (good-bye hugs, getting band instruments out of the trunk, walking them to the sidewalk), you must park in a designated volunteer parking spots on the south side of the gym (please see those noted on the diagram). Please note our parking spots are very limited, so we encourage you to use the carline as much as possible. Please exit the parking lot through the east driveway and turn right (west) out of the lot. Do not go in front of the gym to turn left out of the west entrance. Left turns out of the parking lot during drop-off and pick-up times will not be permitted.

### **PICK-UP PROCEDURES**

**BK-6th** (note sixth grade will be picked up on the east side)

Please come at your **OLDEST** child's time. If you arrive earlier, you will be asked to park. Please also note that Friday times are different than Monday-Thursday in minutes, not just hours.

Monday-Thursday

BG-1 - 3:20

2/3 - 3:25

4/5 - 3:30

6th - 3:35

Friday

BG-1 - 1:30

2/3 - 1:35

4/5 - 1:40

6th - 1:45

At 3:45 on Monday-Thursday, all remaining students BK-6th grade will be escorted to after school care. At 1:50 on Fridays, all remaining children BK-6th grade will be escorted to child care.

Our main goal during pick-up time is to get cars off of First Street, so please follow these instructions to ensure a smooth, quick process. This year, we will be using color-coded signs and you will be asked to circle around and come back until your color is being picked up. Please have your car signs with last names to be shown on passengers side front window or dash. To pick-up your child in carline, please enter from First Street. You will follow the arrows (on the provided map) around the parking lot. Staff will load your child as they are able. As soon as your child is loaded, please exit the parking lot by heading west on First Street. No left turns will be permitted, nor will staff allow cars to go in front of the gym to exit through the west driveway. It is recommended you go west to Abilene to turn north as Sharmin is very busy during this time for Middle School/High School pick-up.

In an effort to get cars off of First Street, staff may instruct you to go down the center aisle. Please stay as far to the right as possible. If you are instructed to pull down the center aisle, your student will be loaded into the car in that aisle. DO NOT pull into the drop-off line. After your child is loaded, you can pass the cars on the left and exit the parking lot.

If your child cannot buckle their seatbelts, you must park and walk up to the door to get your child. Staff will not buckle any students. If you are parking for any reason, please tell staff and they will direct you where to park.

### **Pedestrians/Bicyclists**

Students or adults riding a bike on or off campus should dismount and walk their bicycle on the sidewalk through the school's parking lot and walk it up onto the sidewalk around the gymnasium toward the front entrance where bike stands are located.

Pedestrians / Bicyclists leaving the school grounds moving West should walk the bike on the sidewalk around the gym cross the lot at the corner of the gym moving diagonally towards the chiropractic building and walk the bike on the sidewalk past that business and across Sharmin Street.

Pedestrians / Bicyclists leaving the school grounds moving East should remove bike from bike stand near the main entrance then walk the bike along the main sidewalk to the end move toward the lot duty vested person to cross the lot and exit the main driveway traveling West on the First Street sidewalk to the traffic light. Obey the pedestrian light and walk the bike across State Street to continue ton travel West on the sidewalk or travel North on State Street on the East side of the street.

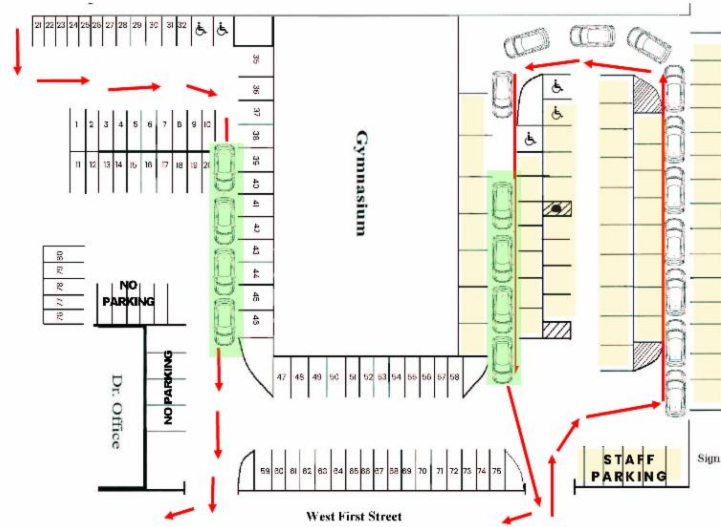
If you have an elementary child and secondary student, your secondary student will need to meet your elementary child within the building and exit together out the west lobby doors.

No elementary students will be allowed to stay for secondary student practices after school. They will be escorted to Little Eagles Nest, our after school program.

When you are picking up your children, we want to be good neighbors. Please do not park at Casey's, the strip mall or the chiropractor's office.

---

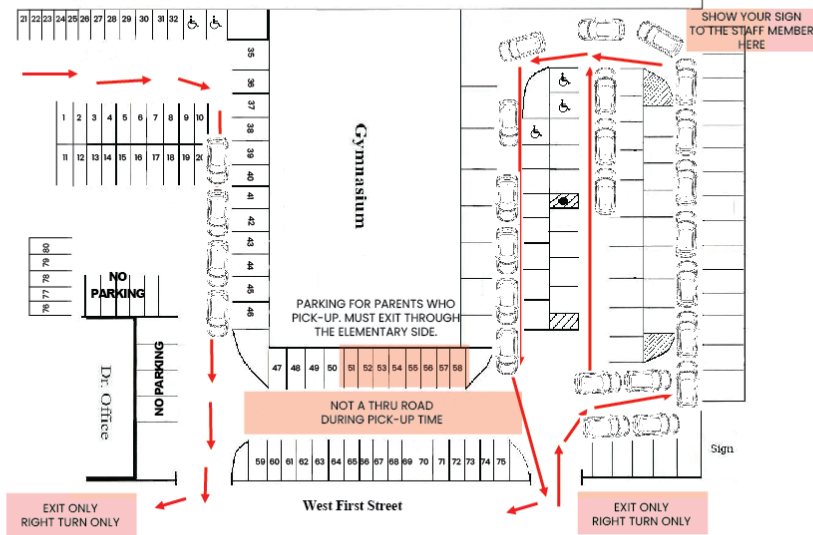
### DROP-OFF MAP



DROP-OFF AREA

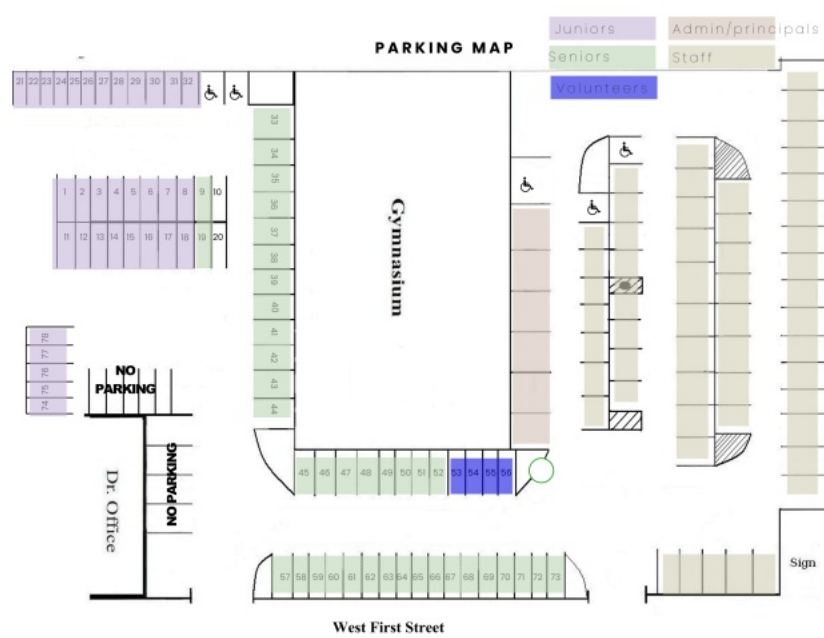
### PICK-UP MAP

ALL PARENTS MUST PICK-UP THROUGH THE LINE. ENTER FROM THE NORTH ONLY. NO PARKING ON SHARMIN.



EXIT ONLY  
RIGHT TURN ONLY

EXIT ONLY  
RIGHT TURN ONLY



(970) 867-5309  
1604 W 1st St.  
Ankeny, IA 50023

Ankeny Christian Academy | 1604 W 1st St | Ankeny, IA 50023 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!