



---

*Office of the President*

---

June 11, 2018

Dear Parents / Guardians,

I hope you are having a restful and enjoyable summer. We are looking forward to the 2018-2019 school year and the opportunity of working with your student(s). The following information will help you get off to a good start this upcoming year.

- **New Families (Only): Welcome and Orientation Reception:** Wednesday, August 15
  - 8:00 – 9:45 a.m. **Check-In** at M. Nelson Loveland Athletic Center
  - Welcome and Information Expo** Page Family Center for the Performing Arts
  - Visit Classrooms / Meet your Teachers / Campus Activities**
  
- **Get Acquainted Day:** Wednesday, August 15
  - 10:00 a.m. **Prayer and Praise** in M. Nelson Loveland Athletic Center
  - 11:00 a.m. **Visit Classrooms / Meet your Teachers / Campus Activities and Information Expo** Page Family Center for the Performing Arts Center Lobby
  - 1:00 p.m. **Get Acquainted Day Ends**
  
- **Opening Day of School:** Thursday, August 16 beginning at 8:15 a.m.
  
- **Important - 2018-2019 New School Year Information:** New school year information is available on the TKA website [TKA.net](http://TKA.net) for your reference and information. All forms, flyers, Parent Checklist and other information may be found under **K+** on the Home Page, then click on **2018-2019 New School Year Information**.
  
- **Important - Immunizations:** **ALL** immunizations for students in grades JK, Kindergarten, and 7<sup>th</sup> grade **must be completed and required forms returned PRIOR TO the first day of school, August 16. Until this requirement is met, your student will be unable to attend school.** Please check with your doctor's office to find out if your JK, Kindergarten and/or 7<sup>th</sup> grade student is up-to-date with his/her immunizations.
  
- **The 2018-2019 TKA Parent-Student Handbook:** The Parent-Student Handbook is available after June 15 on Renweb. Login to your parent Renweb account and under **PUBLICATIONS** for your required reading.
  
- **Bus Routes:** Bus drivers will call you by Friday, August 10, with approximate pick-up and drop-off times for your student(s). Please be aware that time fluctuations may occur in the first few weeks.
  
- **Middle School/High School Athletes (6<sup>th</sup>- 12<sup>th</sup>):** **Please note that all MS/HS athletes** must have primary insurance or supplemental athletic participation insurance in order to participate in Sports at TKA. Insurance name and policy number must be listed on **FHSAA EL3** Form as part of the student athlete packet, found at [TKALions.net](http://TKALions.net) or the main website.

~ OVER ~


- **Tuition Payments:** The first tuition payment was due June 1. Tuition payments are due the first day each month, unless paying once or twice a year. Any questions regarding tuition should be directed to the Business Office at (561) 686-4244, extension 366.
- **First Day Procedures:** School begins on Thursday, August 16 at 8:15 a.m. for both Elementary and MS/HS students.
  - **JK - 6<sup>th</sup> Students:** Students will be allowed to visit their classroom on Wednesday, August 15.
  - **Parents of JK - 6<sup>th</sup> Students:** Parents may walk students to their classrooms between 8:00-8:15 a.m. on Thursday, August 16.
  - **Parents of JK - 6<sup>th</sup> Students:** Parents, print all required **Elementary forms** from TKA website under **K+/ 2018-2019 New School Year Information**. Complete one of the following forms per student 1) Transportation/Dismissal Form, 2) Restricted Pick-up Information Form, 3) Lunch Permission Slip and Parental Information Release Form, and 4) Student Honor Code and Parent Pledge Form. Return these completed forms to your student's classroom teacher on **Get Acquainted Day**.
  - **JK - 6<sup>th</sup> Students:** Your homeroom teacher will email you after August 10.
  - **MS/HS Students (7<sup>th</sup> - 12<sup>th</sup>):** Students may access their schedules from RenWeb (TKA database using the RenWeb login tab located on the top right on TKA Home Page) after August 3. The student schedule will include their locker # and locker combination. Middle and High School students should therefore proceed directly to their locker and their first period class once they arrive on campus on August 16. Any student without a schedule for any reason should report to the Registrar's Office located in the MS/HS Administrative Office.
- **Parent Orientation Night:** Mark your calendar today! These orientation nights are a crucial communication time between TKA parents and school faculty, coaches, and administrators. We require that at least one parent/guardian attend the orientation night program. **Students should not attend** these programs. JK -5<sup>th</sup> Orientation will be held in the classrooms and the 6th grade orientation will be held in the Page Center for Performing Arts. MS/HS Orientations will be held in the classrooms.

|  |                     |                            |
|--|---------------------|----------------------------|
| <b>JK</b>                              | Friday, August 4    | 6:00 p.m. in JK Classrooms |
| <b>Elementary (6<sup>th</sup>)</b>     | Thursday, August 23 | 6:00 p.m. in Page Center   |
| <b>Elementary (K - 5<sup>th</sup>)</b> | Thursday, August 23 | 7:00 p.m. in Classrooms    |
| <b>Middle/High School</b>              | Monday, August 27   | 6:00 p.m. in Classrooms    |

- **Parent Volunteers:** We welcome and encourage our parents to be involved in our volunteer program. If you are interested in volunteering at TKA, contact your student's teacher, coach, the Parent Teacher Fellowship, or stop by the Development table on **Get Acquainted Day** for more information.
- **Personal Information:** It is vital that you keep TKA informed of any changes in address, phone numbers, email addresses, child custody issues, and emergency contact numbers throughout the year. Please make changes directly through RenWeb then ParentsWeb Account (under Web Forms), **and** notify the TKA Receptionist immediately concerning any change in your contact/status information.

As a new school year approaches, please continue to pray that we will have a safe and productive year educating the future Christian leaders of our world. As in all things, we need the wisdom and guidance of our Lord, and we covet your prayers. Thank you so much for entrusting your student(s) to us.

Sincerely in Christ,



Randal L. Martin  
President

Enclosures