



Southwest Florida Christian Academy

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**New Family  
Getting Started Guide  
2026-27**

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Southwest Florida Christian Academy

## Getting Started Guide

### **APP**

Use the SFCA Family App as a convenient hub to stay up-to-date with important announcements, access grades, attendance, tuition, forms, and so much more. Download instructions can be found on our school website ([sfcakings.org](http://sfcakings.org)) under Current Families, Parent Resources.

### **ATHLETICS**

All middle and high school students must go through Athletic Clearance to participate in sports. Please contact Emma Kalbfleisch at [emma.kalbfleisch@sfcakings.org](mailto:emma.kalbfleisch@sfcakings.org) for more information. Intramurals and athletic camps are available. Please refer to our website under Athletics, Athletic Camps/Intramurals

### **ATTENDANCE/ABSENCES**

If your student is absent for the day, reply to the automated email that will be sent with the reason. A Pre-Excused Absence Form is to be used for a planned absence from the school and should be completed online at least 3 days prior to the anticipated absence. It can be found within the SFCA Family App under the "Web Forms" tab. For an unplanned absence, please email: [sfca.office@sfcakings.org](mailto:sfca.office@sfcakings.org).

Further information can be found in the Parent/Student Handbook.

### **BACK TO SCHOOL ORIENTATION**

Date: Mon., August 3, 2026, at 5:00 p.m.

At Back to School Orientation (BTSO), you will learn all the things you need before the first day of school. Families will be directed to a different area within the school to meet the teachers.

### **CALENDAR AT A GLANCE**

Please visit our school website ([sfcakings.org](http://sfcakings.org)) under Current Families, Parent Resources for our Calendar at a Glance.

\*\*First day of school: Wed., August 5, 2026 @ 9:00 a.m. (Reminder that Wednesday is a late start day.)

Please note that SFCA's School Calendar may not align with the Lee County School District.

### **DONATIONS**

When you give to SFCA, you are investing in the people and the programs that make SFCA one of the best private schools in Southwest Florida. Your contribution makes it possible for our students to grow with God, solve problems, create art, conduct experiments, build relationships, try new things, mature, and have fun!

Please visit our school website ([sfcakings.org](http://sfcakings.org)) under Current Families, Giving or access the SFCA Family App under the "Give" tab.

### **DROP OFF & PICK UP**

Drop off starts at 7:30 a.m. on Mon., Tues., Thurs., Fri. and 8:30 a.m. on Wed. for all students not going to King's Crew. Students arriving earlier will be directed to King's Crew to be supervised. Please do not drop off students without an adult present. Drop off and pick up information will be provided at the Back to School Orientation on Mon., August 3, 2026.

#### **Incident Weather Pick Up**

Elementary: Normal location

Middle & High School: Library

Grace 7th period elective: Grace Building East Side

Middle & High School Students without a Grace 7th period elective may be picked up with their Elementary siblings.

PLEASE REMAIN IN YOUR VEHICLE FOR SAFETY.

### **FACTS FAMILY PORTAL**

To access your FACTS Family Portal Account, please go to our school website ([sfcakings.org](http://sfcakings.org)), Current Families, and click on Family Portal.

Our School District Code is SFCA-FL (all capital letters).

### **FINE ARTS**

Please visit our school website ([sfcakings.org](http://sfcakings.org)) under Fine Arts to access information about Band, Choir, Drama, Digital Arts, Visual Arts, and upcoming events.

For information about our Fine Arts Academy, please contact Nathalie Higgins at [nathalie.higgins@sfcakings.org](mailto:nathalie.higgins@sfcakings.org)

### **HANDBOOK**

Please visit our school website ([sfcakings.org](http://sfcakings.org)) under Current Families, Parent Resources, to access the Preschool, Elementary, and Secondary handbooks.



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## Getting Started Guide

### **HOURS**

#### Start Time All Grades

School starts @ 8:00 a.m. on Mon., Tues., Thurs., & Fri.

School starts @ 9:00 a.m. on Wednesdays due to late start chapel days.

#### Dismissal Time

Elementary - Grades K-5: 3:00 p.m.

Secondary - Grades 6-12: 2:50 p.m.

#### School Half Day Dismissal Times

Elementary - Grades K-5: 11:45 a.m.

Secondary - Grades 6-12: 11:30 a.m.

#### Office School Year Hours:

7:30 a.m. - 4:00 p.m. (Mon., Tues., Thurs., Fri.)

8:30 a.m. - 3:45 p.m. (Wed.)

#### Office Summer Hours:

8:30 a.m. - 3:30 p.m. (Mon.-Fri.)

### **JEANS DAY**

Fridays are SFCA school t-shirt and jeans day.

Jeans may be worn for \$1 per week or \$36/school year.

Contact Tamar Miller, Tuition and Billing Coordinator @ tamar.miller@sfcakings.org to be billed in your FACTS Family Portal account.

### **KING'S CREW**

#### Before & After School Care

Start time all grades: 7:00 a.m.

No charge for students arriving after 7:30 a.m.

End time all grades: 6:00 p.m.

After care charges begin at 3:30pm.

King's Crew Information & Agreement Form can be found on our school website (sfcakings.org) under Current Families, Parent Resources.

### **LUNCH**

Students are able to purchase a hot lunch at school by using their pre-paid FACTS lunch account, cash, or credit card. Please visit your FACTS Family Portal Account to pre-pay the lunch account or visit the SFCA Family App and click the "Financials" tab.

### **PROX CARDS**

Every new student will receive a prox card for entry into the school. Please note that if your child has a lost or stolen card, it must be reported immediately to the front desk at the school office. A replacement card will be issued and a \$20 fee will be charged to your FACTS account.

### **SCHOOL SUPPLIES**

To access the list of school supplies for each grade, you may visit our school website (sfcakings.org) under Current Families, Parent Resources or on the SFCA Family App under "School Supply List".

### **STUDENT PARKING PASS**

Your student may obtain a student Parking Pass Form from the front desk at the school office. Replacement parking passes are \$20.

### **TECHNOLOGY INFORMATION**

6th-12th grades receive a school-issued device.

### **TUITION**

Please visit our school website (sfcakings.org) Current Families for the FACTS Family Portal link. Once you have logged into your FACTS Family Portal, click on "Financials" for tuition and billing information or you may click on "Financials" on the SFCA Family App.

### **UNIFORM & SPIRIT WEAR**

SFCA Spirit Store is located in the Grace Building.

#### Spirit Store Hours:

8:45 a.m. - 2:45 p.m. (Mon., Tues., Thurs., Fri.)

9:15 a.m. - 2:45 p.m. (Wed.)

King's Spirit Wear will be sold at Back to School Orientation.

SFCA uniforms can be purchased from Zavada's Renegades: 17051 Jean Street, Unit 10

Fort Myers, FL 33967

239.275.6720

Store hours can be found on their website:

[www.renegadesfl.com](http://www.renegadesfl.com)

Used uniforms are available on a first-come, first-serve basis.



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**CONTACT INFORMATION**

Admissions: Donna Sage x1259  
donna.sage@sfcakings.org

Athletic Clearance: Emma Kalbfleisch x1405  
emma.kalbfleisch@sfcakings.org

Athletics: Emma Kalbfleisch x1405  
emma.kalbfleisch@sfcakings.org

Development/Donations: Jennifer Ramirez x1195  
jennifer.ramirez@sfcakings.org

Elementary Principal: Susie Kackley x1065  
susie.kackley@sfcakings.org

Elementary Assistant Principal: Holly Marciano x1219  
holly.marciano@sfcakings.org

Elementary School Counselor: Melissa Hendrix x1191  
melissa.hendrix@sfcakings.org

High School Principal: Stephanie Laymon x1026  
stephanie.laymon@sfcakings.org

High School Counselor: Arabella Rios x1268  
arabella.rios@sfcakings.org

Library: Front Desk x1467  
amy.wiggins@sfcakings.org

Marketing/Admissions Director: Amy Long x1472  
amy.long@sfcakings.org

Middle School Principal: Andy Duncan x1418  
andy.duncan@sfcakings.org

Middle School Assistant Principal: Marci Hendrix x1068  
marci.hendrix@sfcakings.org

Middle School Counselor: Lezlie Nassef x1407  
lezlie.nassef@sfcakings.org

School Nurse: Erin Wooley x1414  
erin.wooley@sfcakings.org

Security: Scott Liebenson x1037  
scott.liebenson@sfcakings.org

SFCA School Office: 239.936.8865  
connie.willis@sfcakings.org  
sfca.office@sfcakings.org

Technology: Lawrence Williams x1230  
helpdesk@sfcakings.org

Billing and Step Up: Tamar Miller x1470  
Camila Weneck x1189

tamar.miller@sfcakings.org  
camila.werneck@sfcakings.org

SFCA Website: <https://www.sfcakings.org/>



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