



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

Union Campus: 475 SW 3rd Street · Lake Butler, FL · 32054  
Main Campus: 1105 N. Lakewood Avenue · Ocoee, FL · 34761

---

## Memo

Date: July 10, 2023  
To: Parents of LCA students  
From: Thomas Odom, Principal  
Re: Welcome and Important Information

---

Welcome to the 2023-2024 school year! We are so glad that you have chosen to send your student(s) to Light Christian Academy for this school year! We are excited about the school's continued growth and the new opportunities that are opening up for our school! As of now, we are on track to set a new record for enrollment!

In the memo below you will find important information about the 2023-2024 school year. Please read this information carefully, and feel free to contact the school office if you have any questions.

### **Paperwork for the 2023-2024 School Year**

Enclosed with this memo you will find the 2023-2024 Parent/Student Handbook, 2023-2024 School Calendar, and a Supply List for each family. Returning students will also find the following forms: Authorization to Pick-up Students, Handbook Agreement, Permission and Medical Consent and Statement of Support. Please be sure to bring in any missing health or permanent records, such as Immunization Records or Birth Certificates. Forms can be returned at any Meet the Teacher event or brought by the school office during regular office hours. Students with missing documents may not be able to attend classes. It is extremely important that **all** of these forms are returned to the school office before the first day of school.

### **Meet the Teacher Night**

Meet the Teacher will be **Tuesday, August 8, at 7pm**. All new and returning families are strongly encouraged to attend Meet the Teacher Night! Uniforms will be available for pick up and purchase during this event. Additionally, we recommend that students bring in their supplies to Meet the Teacher Night in order to help the first day of school go more smoothly.

You may also bring to the school office any forms or documents required for your student's file.

### **First Day of School and School Hours**

School will begin Thursday, August 10, at 8:30am. Dismissal is 3pm Monday – Thursday. **Fridays will be early dismissal days**; Students will be dismissed at 12pm. Students are not to arrive before 8am and must be picked up within 30 minutes of dismissal. At this time, Union Campus does not offer morning care or aftercare.

School office hours for the 2023-2024 school year will be Monday through Friday from 8am-4:30pm. As always, if you have any questions or concerns, please contact the school office.

I thank you for your support for LCA as we shine the light of God's truth!