



HIGHLAND PARK CHRISTIAN ACADEMY SHADOWING PROCEDURES

Thank you for your interest in Highland Park Christian Academy! “Ambassador for a Day” is a wonderful experience for all incoming students. It is not required for admissions, but is highly encouraged. We look forward to your visit!

The following is a list of recommendations that will help your visit to be successful and comfortable. Please read them carefully and save them until your shadow day!

1. Elementary School visitors: Please arrive by 8:40 am. Class starts promptly at 8:45 am for 1st through 5th grades.
2. Middle School visitors: Please arrive by 8:50 am. Class starts promptly at 9:05 am for grades 6-8.
3. Students should dress in their current school uniform. If there is no school uniform, students must dress appropriately—no jeans, sweats, shorts, etc. Comfortable shoes are recommended.
4. Visitors will be provided lunch for the day. If you have a special dietary issue, feel free to bring your own lunch. No peanut products please.
5. Please be prepared to participate in class. Bring with you a pencil/pen and a notebook. You may also want to bring a book, in the event your student ambassador has an exam or quiz. The use of electronic devices during class time is prohibited.
6. Parents should arrive at 3:30 pm for student pick-up.
7. If the student cannot attend at the last minute due to a serious illness or other emergency, please contact the Office Manager at (301) 773-4079. The office opens at 7:00 am daily.
8. HPCA follows the cancellations of Prince George’s County public schools. If for any reason the county cancels school on the day of your visit, you should call us the following day to reschedule. If school is delayed 2 hours, you may still visit. Please arrive by 10:45 am and plan to be picked up at 3:50 pm.

If you have any questions regarding your visit, please contact Ms. Deloris Crowder, Office Manager, at (301) 773-4079.