

Attention: Administrators and Pastors

The purpose of **Principals Clinic** is to share with other Christian schools the procedures that have proven successful at Pensacola Christian Academy for over 60 years. Our goal is to provide you and your school with expertise for an outstanding Christian school.

An **Office Management** track is also available.

30594403-7/17EH/BS



For Principals, Administrators,
Pastors, and Office Staff

PRINCIPALS CLINIC

Practical helps in operating a
successful Christian school

Make plans to attend April 9–11, 2018

Sponsored by  on Pensacola Christian Academy Campus

Who May Attend?

- Principals/Administrators/Pastors
- Acting and prospective Christian school supervisors
- Those starting a Christian school/Board members
- Office managers/Secretaries/Office personnel

Key Features

- Pointers for success in administrative methods
- Pensacola Christian Academy classroom observation
- How to run effective PTMs and programs
- Ideas for school construction, furnishings, and operations
- Multi-grade video classroom demonstration



Clinic History

Drs. Arlin and Beka Horton
Founders
Pensacola Christian College
Pensacola Christian Academy
Abeka

Drs. Arlin and Beka Horton, outstanding leaders in the Christian school movement since 1954, have helped thousands of Christian school administrators and pastors across America by sharing practical organizational and educational principles based on God's Word. Their dedicated leadership and love for educating young people have combined to make Abeka America's leading producer of Christian textbooks.

Tracks Available

Principals—1st-Year

- Personnel procedures
- Business procedures
- Christian school philosophy
- Keys to kindergarten success
- Elementary curriculum
- Secondary curriculum (gr. 7–12)
- Practical suggestions for operating/starting a school
- Admission and evaluation of students
- Kindergarten/elementary/secondary observations
- Integrating Christian principles into academics
- Characteristics of a supervisor
- How to observe
- Helping teachers succeed

Principals—2nd-Year

- Qualities of an administrator and operational ideas
- Smooth beginning and ending of school year
- Elementary academics (gr. 1–2)
- Elementary academics (gr. 3–6)
- Integrating technology
- Nursery school curriculum
- Secondary academic guidance (gr. 7–12)
- Music curriculum
- Building school spirit through high school clubs and parties
- Patterns for high school scheduling
- Developing a library
- Cumulative records procedures
- Office procedures
- Kindergarten/elementary/secondary observations
- How to solve common problems of new or weak teachers
- Communicating with your faculty
- Faculty-parent-supervisor relationships
- Discipline

Principals—3rd-Year

Attend any sessions and visit any area of the school's operation.

Office Management

Whether you have one office worker or many, this track will provide help in many areas:

- Admissions procedures
- Best practices in business
- Effective receptionist and secretarial skills
- Equipping your office
- Handling accounts and collections
- Handling the school clinic
- Parent orientation procedures
- Records management and documentation retention
- Smooth beginning and ending of school year

Tracks should be attended consecutively, since each builds upon the previous year.

Valuable materials are given that are distinctive to each year's track and available only to delegates in that track.

PRINCIPALS CLINIC

April 9–11, 2018



PCA Classroom Observations

WELCOME

Pensacola Christian Academy has a rich heritage of over 60 years in Christian education. Over that time, through the vision of Drs. Arlin and Beka Horton, we have developed tried and true methods for successfully operating a vibrant Christian school ministry.



Principals Clinic is designed to inspire principals, administrators, and pastors to greater servant-leadership and effectiveness, while offering in-depth solutions for common administrative procedures. Our skilled, professional staff will share invaluable knowledge and proven techniques so you'll be thoroughly prepared in a variety of key topics. And the Office Management track for secretaries and office staff will greatly benefit your personnel.

Make plans early to attend! We would count it a privilege to help you build a more effective Christian school ministry for the Lord.

Troy A. Shoemaker
Troy A. Shoemaker, Ed.D.
President

Check-In

Monday, April 9, 10 a.m.–1:30 p.m. CDT
MacKenzie Building
Pensacola Christian College
250 Brent Lane

Sessions

Sessions begin promptly at 2:30 p.m. on Monday; plan to arrive early. Last session ends 2:30 p.m., Wednesday, April 11.

Accommodations

Lodging is available at the Campus House, adjacent to PCC campus, or at local area hotels. For details, see PrincipalsClinic.com.

PCC is 10 minutes from the Pensacola International Airport. Local taxi service is available.

Cost/Payment

- Registration is \$75 per delegate if registration is made by March 26; \$80 after that time.
- Fee includes special materials, meals (Monday dinner through Wednesday lunch), and coffee breaks.
- Submit **credit card** registrations online or by fax at
 PrincipalsClinic.com
 (850) 479-6576
- Make **checks** payable to Pensacola Christian College and mail to
 Principals Clinic
Pensacola Christian College
P.O. Box 18000
Pensacola, FL 32523-9160
U.S.A.
- There is a \$25 charge for all checks returned to us by your bank for any reason. We are unable to accept postdated checks.
- Please note that the appropriate registration fee for each delegate must accompany registration.
- Refunds on fees are given for those who cancel reservations by phone by April 2.

Important Notes

- CEUs** (continuing education units) may be earned through attendance at Principals Clinic.
- Dress is business casual**—Women delegates should wear modest dresses/skirts. Please no short skirts, pants, capri pants, or sundresses. Walking shorts that are full and to the knee may be worn for recreation. Men delegates should wear collared shirts and dress pants and are asked not to wear shorts or jeans.
- Recording devices are not permitted.
- Prospective college students** (Gr. 11–12) are welcome to visit Pensacola Christian College during the Clinic. Arrangements should be made when registering.
- No children in attendance, please.*

What Others Say

“Hearing about your curriculum is one thing, but seeing it actually work in the classroom really proves what can be done with the average student.” —*Pennsylvania*

“I enjoyed the Clinic and was very impressed with the curriculum. Since that time, we have decided to go ahead and start a small Christian school.” —*Texas*

“It was a tremendous blessing for me to attend the Principals Clinic. I returned with fresh vision for our school, ready to move into our plans for the next school year.” —*Mexico*

Make Reservations Early

Reservations are limited, so please register at least one month before the Clinic. Do not make nonrefundable airline reservations until Clinic reservations have been confirmed by mail. Those who desire to register within one month of the Clinic should call to check availability before finalizing plans to attend.

For Questions or Clinic information

(850) 478-8496, ext. 2828
 PrincipalsClinic@pcci.edu

Upcoming Events

Teachers Clinic
Oct. 9–10, 2017

Graduate School Sessions
June 18–August 3, 2018

Summer Seminar
July 24–27, 2018

Graduate Distance Learning

Earn up to one third of your graduate school or seminary credits without leaving your ministry.

1-877-PTS-GRAD (1-877-787-4723)

pcci.edu/Grad (Graduate School) or **pts.pcci.edu** (Seminary)

PRINCIPALS CLINIC 2018 — Registration

Please fill out completely.

Register Online!
PrincipalsClinic.com

School Name _____ Abeka Account No. _____ Church Affiliation _____
Contact Person _____ E-mail _____ School Grades Offered _____
Address _____ City _____ State/Country _____ ZIP _____
(use 9-digit ZIP code)
School Phone () _____ Fax () _____

Name		PCC Graduate	Track (circle one)	Adv. Reg. Fee	Reg. Fee
1. Mr. Last	First	<input type="checkbox"/> Yes PCC ID # _____ Year _____ <input type="checkbox"/> No Maiden Name _____	1st year 3rd year 2nd year Office	\$75	\$80
2. Mr. Last	First	<input type="checkbox"/> Yes PCC ID # _____ Year _____ <input type="checkbox"/> No Maiden Name _____	1st year 3rd year 2nd year Office	\$75	\$80
3. Mr. Last	First	<input type="checkbox"/> Yes PCC ID # _____ Year _____ <input type="checkbox"/> No Maiden Name _____	1st year 3rd year 2nd year Office	\$75	\$80
4. Mr. Last	First	<input type="checkbox"/> Yes PCC ID # _____ Year _____ <input type="checkbox"/> No Maiden Name _____	1st year 3rd year 2nd year Office	\$75	\$80

Credit card registrations may be sent by fax to (850) 479-6576 by the Wednesday prior to the clinic if space is still available.

Type of Card: Visa MasterCard Discover

Required for processing credit card registration: credit card number, security code, expiration date, ZIP code, and cardholder's name.

Credit Card Number
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Expiration Date **Security code**
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Cardholder's ZIP Code
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Cardholder's Name (Please Print)