

Attention: Administrators and Pastors

The purpose of **Principals Clinic** is to share with other Christian schools the procedures that have proven successful with Pensacola Christian Academy for over 56 years. Our goal is to provide you and your school with expertise for an outstanding Christian school.

An **office management** track is also available.

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For Administrators and Pastors

PRINCIPALS CLINIC

Practical helps in operating a successful Christian school

April 16–18, 2012



Sponsored by *A Beka Book*® on Pensacola Christian College Campus

PRINCIPALS CLINIC



Dr. Horton *Founder/President*

Pensacola Christian College, Pensacola Christian Academy, A Beka Book

From beginning a small Christian school in 1954 to founding America's leading publisher of Christian textbooks, Dr. Horton has a God-given vision for building an effective ministry on God's Word. Through years of dedicated service, he has developed practical organizational principles that have benefited thousands of Christian school administrators, principals, and teachers.

Mrs. Horton *Senior Vice President*

Taking the leading role in developing the *A Beka Book* academic program, Mrs. Horton has faithfully invested her talents to provide balance and excellence to all areas of the Christian school curriculum. She shares her years of experience as an outstanding Bible teacher to help thousands of teachers develop dedication to reaching students' lives for the Lord.

Who May Attend?

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

Key Features

- Pointers for success in administrative methods
- School construction, furnishings, and operations
- Effective PTMs and programs
- Classroom observation
- Multi-grade DVD classroom demonstration

Principal/Administrator Tracks*

for Principals, Administrators, and Pastors

First-Year Track

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

Second-Year Track

- Qualities of an administrator and operational ideas
- Smooth beginning and ending of school year
- Elementary academics (gr. 1–2)
- Elementary academics (gr. 3–6)
- Setting up a nursery school
- 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
- Observations in kindergarten, elementary, secondary
- How to solve common problems of new or weak teachers
- Communicating with your faculty
- Faculty-parent-supervisor relationships
- Discipline

Third-Year Track

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

Office Management Track

for Secretaries and Office Staff

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

- Admissions Procedures
- Best Practices in Business
- Effective receptionist and secretarial skills
- Equipping your office
- Handling accounts and collections
- Parent orientation procedures
- Records management and documentation retention
- Tips for a smooth beginning and end of the year

*Principals Clinic tracks should be attended consecutively, since each builds upon the previous year. Valuable materials are given that are distinctive to each track and available only to delegates in that track.

PRINCIPALS CLINIC

April 16–18, 2012



Pensacola Christian Academy has a rich heritage of over 56 years in Christian education. Over that time, through the vision of Dr. and Mrs. Arlin 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

Dr. Troy Shoemaker
PCA Administrator

Check-In

Monday, April 16, 10 a.m.–1:30 p.m. CT
MacKenzie Building
Pensacola Christian College
250 Brent Lane

Sessions Begin and End

Sessions begin promptly at 2:30 p.m. on Monday; plan to arrive early. Last session ends 2:30 p.m., Wednesday, April 18.

Cost

\$70 per delegate (postmarked by April 2); \$75 at the Clinic or if postmarked after April 2.

Fee includes special materials, meals (Monday dinner through Wednesday lunch), and coffee breaks. Refunds on fees are given for those who cancel reservations by phone at least one week prior to the Clinic.

Accommodations

Lodging is available at the 89-room **Campus House**, located across from the College. Room types include two twin beds, one queen bed, two queen beds, and two-room suites. All rooms have a private bath. Prices start at \$44 (plus tax) per night. For Campus House reservations, call 1-800-443-7742.

Deposit for one night is required. Deposits are refunded up to one week prior to arrival date. Guests need to make their own reservations for overnight accommodations.



Campus House

Registration

Reservations are limited. It is suggested that you send in your application at least one month prior to the Clinic. Please mail early. Do not make nonrefundable airline reservations until Clinic reservations have been confirmed by mail.

To apply by mail, send completed application and registration fee to:

✉ **Principals Clinic**
Pensacola Christian College
P.O. Box 18000
Pensacola, FL 32523-9160
U.S.A.

Checks payable to Pensacola Christian College

Credit card registrations accepted online, or by fax:

🖨️ **PrincipalsClinic.com**
☎️ **(850) 479-6576**

- Please note that the appropriate registration fee for each delegate must accompany application.
- Registration fees are refunded up to one week prior to the Clinic.
- REMEMBER: Advanced registration fees of \$70 per delegate must be postmarked by April 2.
- Registrations postmarked after April 2 or received at the Clinic will be \$75.

For questions / Clinic information—

☎️ **(850) 478-8496, Ext. 2828**
✉️ **reservations@pcci.edu**

Important Notes

- Two CEUs (continuing education units) may be earned through attendance.
- Women delegates are asked to dress modestly and not to wear short skirts or slacks to the sessions. We regret that we have no baby-sitting facilities for children or babies.
- Prospective college students (juniors and seniors) are welcome to visit Pensacola Christian College during the Clinic. Prior arrangements should be made when registering.
- Recording devices are not permitted.



Delegates observe in classrooms.

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*

Upcoming Events

Teachers Clinic

2011 Oct. 10–11
2012 Oct. 8–9

Graduate School Sessions

2012 June 17–Aug. 3

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**

☎️ **1-877-PTS-GRAD**

🖨️ **pts.pcci.edu**

PRINCIPALS CLINIC 2012 — Application

Please fill out completely.



Apply Online!
PrincipalsClinic.com

School Name _____ *A Beka Book* Account No. _____ Church Affiliation _____ Office Use Only

Contact Person _____ E-mail _____ School Grades Offered _____

Address _____ City _____ State/Country _____ ZIP _____
(use 9-digit ZIP code)

School Phone () _____ Fax () _____

Name			Track (circle one)	Adv. Reg. Fee	Reg. Fee
1. Miss	Mr.	Last	1st year 3rd year	\$70	\$75
	Mrs.	First	2nd year Office		
2. Miss	Mr.	Last	1st year 3rd year	\$70	\$75
	Mrs.	First	2nd year Office		
3. Miss	Mr.	Last	1st year 3rd year	\$70	\$75
	Mrs.	First	2nd year Office		
4. Miss	Mr.	Last	1st year 3rd year	\$70	\$75
	Mrs.	First	2nd year Office		

Credit card registrations may be sent by fax to (850) 479-6576.

Charge Visa® / MasterCard® / Discover®

Required for processing credit card application: credit card number, expiration date, security code, and address information below

Credit Card Number

Expiration Date

Month / Year

Security Code

(includes last 3 digits from strip on back of card)

Cardholder's Address Information

P.O. Box, Route, or House No.

ZIP Code

Cardholder's Name (please print)