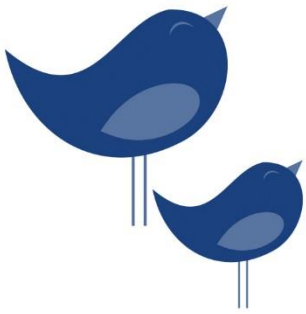




Christian Academy of  
Indiana  
1000 Academy Drive  
New Albany, IN 47150



Junior Academy  
Christian Academy of Indiana



# Parent Handbook

*The mission of Christian Academy is to develop students with a heart for God who grow as Jesus did in wisdom, stature and favor with God and men.*

# WELCOME & PHILOSOPHY

Welcome to Junior Academy, the Early Childhood Division of Christian Academy of Indiana. We are excited to have your child here this year.

This handbook has been prepared to help you understand the policies and procedures of Junior Academy. Please read each section of this handbook carefully and refer to it as questions arise throughout the year.

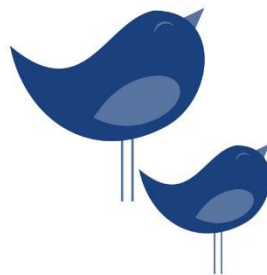
## **Philosophy**

Junior Academy joins with the Christian family to provide for the individual needs of each child entrusted to our care. We strive to focus on the individual needs of each child in the light of God's Word. We desire for each child to learn about Jesus and how HE wants us to live. The mission of Junior Academy of Indiana is to develop students with a heart for God who grow as Jesus did in wisdom, stature, and in favor with God and man.

We believe that parents are defined as one man and one woman (single parent households as one man or one woman) living in union with God and the church and consistent with the policies and procedures of Christian Academy School system found on the website ([caschools.us/admissions-policies-and-procedures](http://caschools.us/admissions-policies-and-procedures)).

## **Curriculum**

Part Day and All Day students cover the same curriculum. Teachers work diligently to build social skills and help children achieve emotional maturity equal to their age level. Reading, math readiness, and development of handwriting skills are major goals for JA4.



# GOALS

## **Spiritual and Social Goals**

1. To lead the child to an awareness of the Bible, God, the Holy Spirit, Jesus and His sacrifice for us.
2. To help the child learn how to get along with others.
3. To help the child learn self-control.
4. To help the child increase in independence.
5. To help the child begin to understand and appreciate the world around him.
6. To help the child develop a good self-image.
7. To help the child develop language skills for good communication with adults and other children.

## **Academic and Physical Goals**

1. To recognize shapes, colors, numbers and letters.
2. To develop math concepts such as one to one correspondence, positional words, patterns, ordinal numbers, etc.
3. To print first name correctly.
4. To listen attentively.
5. To follow directions in proper order.
6. To develop body awareness: knees, head, shoulder, elbow, hip, front, back, side, etc.
7. To develop memory skills and phonemic awareness through the use of poems, rhymes, and songs.
8. To develop large and small motor skills.

\*Parent/Teacher conferences will be held in December for the Junior Academy 4's classes.

\*\*We reserve the right to observe and/or evaluate each child periodically as scheduled or as needed.



# ATTENDANCE

## School Hours

|                       |  |      |                           |
|-----------------------|--|------|---------------------------|
| Part Day Jr. Academy: | <b>8:00 - 10:45 am</b>   | PD 4 | Monday, Wednesday, Friday |
|                       | <b>12:00 - 2:40 pm</b>   | PD 3 | Tuesday, Thursday         |
| Full Day Jr. Academy: | <b>7:00 am- 6:00 pm</b> (Instructional times are from 8:00 am-3:00 pm) |      |                           |

## Attendance

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardies will be a hindrance to your child, other students, and the teacher. Attendance will be reflected on your child's progress report. If your child is sick, please notify the school by 9:00 a.m. **After 6:00 pm there will be a late charge of \$2.00 per minute per child.**

## Break Policies

**Christmas Break** – Junior Academy is closed for all students the week of Christmas.

**Part Day** students do not meet the weeks of Fall Break, Christmas Break, Spring Break, and Summer Break.

**Full Day** students may opt to register to attend during breaks for an additional charge. Registration will occur several weeks prior to each break period.

## Full Day Junior Academy Sign-In/Sign-Out

Full Day students must be signed in at the front reception area by the parent. Please park in the lot in front of the building and cross the driveway (only at the crosswalk). Be sure to provide instructions if someone different will be signing your student out. Visitors must sign in and out at the front desk before they can be released to go to the classroom. Please make sure that new people picking up your child bring their Driver's License and are on your child's pick up list.

## Part Day Junior Academy Arrival/Departure

Parents must park in the lot in front of the Elementary building and walk their child to the classroom. Teachers will put students in your car at dismissal.

## Emergency Closings/Delays

**Both Junior Academy Full Day and Part Day classes are closed when school is closed due weather.** Please have an emergency back-up plan in place should this be necessary.

**Snow Delays - Full Day classes will open 7:00 am.**

**1 hour delay - Morning Part Day classes will begin at 9:00 am and dismiss at 11:00 pm**

**Afternoon Part Day classes while begin and end as usual.**

**2 hour delay - Morning Part Day classes will begin at 10:00 and dismiss at 12:00 pm**

**Afternoon Part Day classes will begin at 12:45 pm and dismiss at 2:40 pm.**

Closings and Delays of Junior Academy will be announced via the following media:

### 1<sup>st</sup> Christian Academy Emergency Alert System

All students and parents/guardians are automatically registered for this service at the time of enrollment. All parents and guardians should keep their email address and cell/home phone numbers current in RenWeb. More information about accessing and using RenWeb can be found here: <http://caschools.us/renweb>. More information about our emergency alert system can be found here: <http://caschools.us/school-closing-procedures>.

### 2<sup>nd</sup> Christian Academy website [www.caschools.us](http://www.caschools.us)

In addition, you may watch for closing information under the name of Christian Academy of Indiana on the following local media stations: WAVE 3, WDRB 41, WHAS 11, and WLKY 32. However, the most reliable information will come from the Christian Academy Emergency Alert System.

# TUITION

Tuition and other fees are necessary in order for Christian Academy to fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

Christian Academy Schools observe the following tuition policy for families with students in Junior Academy through Grade 12:

- The application fee which covers processing is non-refundable.
- The enrollment fee which is collected to confirm your child's placement is non-refundable (K-12 only).
- The re-enrollment fee is non-refundable unless for any reason Christian Academy does not re-admit the student. If parents withdraw their student's enrollment for any reason, the fee is non-refundable.
- **Please review the policies regarding withdrawals on the applicable Schedule of Tuition and Fees.** The schedule is posted on the Admissions page of the website at [www.caschools.us](http://www.caschools.us).
- Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met.
- Tuition that becomes past due will subject a student to being withheld from attending school until such amounts due to Christian Academy are made current (see Schedule of Tuition and Fees).
- Tuition for Full Day Students does not include fees for attendance during Fall and Spring Break. These are optional weeks and therefore are at an additional cost. Students are required to register 2-3 weeks prior to attend these weeks.
- Tuition does not include lunches. Students may bring a healthy lunch or purchase lunches from the lunchroom for \$3.00 per meal. Each student is issued a lunch number and parents may add money to their lunch account via a check at the front desk or online through MyPaymentPlus.com.
- Summer attendance is optional for Full Day students at an additional cost. Registration is required for anyone wishing to attend our summer session. A one-time Summer Activity fee is required for the summer session and goes to pay for special events and activities.
- All tuition payments are collected by FACTS Tuition Management (FACTS).

Christian Academy School System has contracted with FACTS Tuition Management for the processing of all tuition payments. If you have questions/concerns regarding your FACTS agreement, please contact the Business Office.

# CLOTHING & PARTIES

## Clothing Regulations

Children should be dressed in play clothes with simple fasteners allowing them to be independent in caring for personal needs. Please follow these guidelines:

1. No belts, buttons, snaps, shoulder straps or suspenders.
2. **Closed-toed shoes and socks are required of all students all year round.** Velcro fasteners are preferred. (No boots, platform shoes, sandals, clogs, backless or slip on shoes are permitted at any time.)
3. Long pants are best in cold weather.
4. All students must be potty-trained and able to attend to toileting needs. Pull-up diapers are not permitted.
5. A change of clothes, both summer and winter, including socks and underwear, needs to be sent to school in a zip-lock bag. Please label each item. Keep change of clothes in backpack.
6. For modesty purposes, girls are required to wear shorts under their dresses and skirts. Girls may not wear spaghetti straps.
7. Be cautious of scary or grown-up themed pictures on shirts.

## Parties

Birthdays – A simple homemade or purchased treat may be brought for snack time to celebrate your child’s birthday (preferably individually wrapped cookies, fruit, cheese, etc.). **No ice cream or cupcakes with icing.** Please coordinate with your child’s teacher concerning class allergies. If a drink is provided, please make it a box drink. A goodie bag may be supplied, but it is entirely up to the parent.

**\*Any outside party invitations distributed at school must include every student in the class.**

Classroom parties – Christmas, Valentines, and Resurrection. The room parent is to meet with the teacher to discuss her wishes pertaining to all classroom parties. As a Christian school, we seek to place our focus on the birth, life, death, and resurrection of Christ; therefore, we ask that classroom parties do not include Santa or the Easter Bunny. In order to not offend anyone, we do not celebrate Halloween in the classrooms. Please do not send your child dressed in outfits containing witches or ghosts.

## Personal Items

Children may not bring candy, gum and/or other toys or personal items. They may bring a small stuffed animal to sleep with at nap.

# DISCIPLINE & HEALTH

## Discipline Policy

At Junior Academy, we believe that good discipline consists of positive training in the right direction. By providing an environment where participation in activities is both fun and rewarding, good behavior becomes a natural part of the experience. We use positive reinforcement and praise to encourage appropriate behavior. It is our policy:

1. To use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for his/her actions.
2. To redirect the child to another activity.
3. To give the child a brief period of “time-out” to consider his or her actions and then be able to return to the activities.

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. Continued offenses (physically harming himself/herself, another child or teacher, or any other behavioral issues) may lead to suspension or removal from the program. The staff will not use corporal punishment, ridicule, humiliation, or deny food or drink as punishment.

## Health Policy

Junior Academy has established the following regulations regarding children who are ill or become ill while in attendance:

1. According to Health Department guidelines, children with any of the following symptoms are potentially contagious and are not allowed to attend school:
  - Elevated temperature within the last 24 hours
  - Upset stomach within the last 24 hours (including diarrhea, vomiting)
  - Unidentified rash
  - Sore throat, pink eye, stiff neck, difficult/rapid breathing, severe coughing
  - Yellow or green drainage from the nose
  - Any other unusual sign or symptom of illness

**\*Children must be symptom-free 24 hours before returning to school.**

2. If the child should become ill while in attendance at school, he or she will be isolated from other children, and the parent or designated contact person will be notified and required to pick up the child **immediately**. Parents must provide current emergency numbers.
3. If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all significant accidents or injuries.
4. Normally, medication will not be given at school. If your child requires prescription medication that needs to be administered during school hours, please notify the school nurse by completing the Medication Administration Release Form available on the school website. The medication will be kept in the nurse’s office.
5. Food allergies should be discussed at registration and also noted on the medical history form.

# MISCELLANEOUS

## Chapel

Chapel services are held weekly. This is a great time of singing and hearing a Bible story or object lesson.

## Field Trips

One field trip will be taken in the school year. We always encourage parent participation. In order to give full attention to our preschoolers, siblings may not attend field trips.

## Fire Drills & Safety Drills

Fire drills and other drills are conducted to prepare our preschoolers to know what to do in case of emergencies.

## Parent-Teacher Conferences

Parent-Teacher conferences are held once a year for Full and Part Day 4 year old families. On occasion, the teachers may send notes home or call parents to share important information. Other conferences may be scheduled if needed.

## Nap Time (Full Day Students)

A blanket and a small pillow may be brought to use. Each Friday the bed items need to be taken home and washed. Students are asked to rest quietly on their mats without disturbing classmates who may or may not be sleeping.

## Pictures

Every child has a school picture taken during the first part of the year. Notification will be given a couple weeks in advance of the picture date.

## Pledges

Our school day begins with the recitation of the pledges below:

### AMERICAN FLAG

I pledge allegiance to the flag  
Of the United States of America  
And to the republic for which it stands  
One nation, under God, indivisible,  
With liberty and justice for all.

### CHRISTIAN FLAG

I pledge allegiance to the Christian Flag  
And to the Savior  
For whose kingdom it stands,  
One brotherhood uniting all Christians  
In service and in love.

### BIBLE

I pledge allegiance to the Bible,  
God's Holy Word;  
I will make it a lamp unto my feet,  
And a light unto my path.  
Its words will I hide in my heart  
That I might not sin against God.



# 2017-2018 School Year Calendar

## July 2017

- 21 Full Day classes Meet and Greet  
6pm for 3's, 7pm for 4's
- 24 Full Day classes First Day of School

## August 2017

- 1 Part Day classes Meet and Greet  
9am for 3's, 10:30am for 4's
- 2 Part Day 4's First Day of School
- 3 Part Day 3's First Day of School

## September 2017

- 4 **Closed-Labor Day**
- 19 Grandparents' Day for 3's classes
- 20 Grandparents' Day for 4's classes

## October 2017

- 2-13 **Fall Break**  
Part Day classes closed  
Full Day classes open for students who have registered

## November 2017

- 22-24 **Closed-Thanksgiving Break**

## December 2017

- 1 Parent Teacher Conferences for 4's
- 12 Christmas Program for 3's 8:30am
- 13 Christmas Program for 4's 8:30am
- 22-29 **Closed-Christmas Break**

## January 2018

- 1 **Closed-New Year's Day**
- 2 Full Day classes resume
- 3 Part Day 3's classes resume
- 4 Part Day 4's classes resume
- 11 Donuts with Dad for 3's 8am
- 12 Donuts with Dad for 4's 8am
- 15 **Closed-ML King Jr. Day**

## February 2018

- 16 **Closed-Teacher Training**

## March 2018

- 1 Muffins with Mom for 3's 8am
- 2 Muffins with Mom for 4's 8am
- 19-23 **Spring Break (weather makeup, if needed)**  
Part Day classes closed  
Full Day classes open for students who have registered
- 26-29 **Spring Break**  
Part Day classes closed  
Full Day classes open for students who have registered
- 30 **Closed-Good Friday**

## May 2018

- 10 Last Day for Part Day 3's
- 11 End of the Year Program for 4's 8am  
Last Day for Part Day 4's
- 28 **Closed-Memorial Day**
- 31 **Last Day of School for the 2017-18 school year**

## **APPENDIX A: TECHNOLOGY RESPONSIBLE USE POLICY (RUP) – GRADES PREK-8**

### **Technology Responsible Use Policy (RUP) – Grades PreK-8**

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This policy outlines behaviors that Christian Academy School System (CASS) expects students to follow when using school-owned or personally-owned technologies on any school campus.

CASS considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

**Note: Some of the concepts in this policy might not be developmentally appropriate for younger children. Accordingly, we require that:**

- Parents of students in all grades (PreK-8) must read.
- Students in grades 3+ must read.
- Students in grades PreK-2 need not read.

For younger children (especially grades PreK-2), please explain the concepts more generally, emphasizing themes of online safety and citizenship. For additional resources, see:

<http://www.netsmartz.org/Resources/Pledges>

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- God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless web sites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is potentially offensive to some people.
- Files and messages stored on CASS-owned/managed systems are not private. Authorized individuals within CASS may review files and messages to ensure student safety and systems reliability.

## **Unacceptable Use**

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to attempt to download or install software on any school computer without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another's intellectual property without permission;
9. to share passwords (network, Canvas, Google Drive) with other students (even best friends);
10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.

## **Disciplinary Action**

- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school Discipline Policy. For the complete Discipline Policy, please refer to the applicable elementary or middle school handbooks.

## 2017-18 School Policy Commitment

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
*Last Name, First Name*

### Commitment to School Policies 2017-18

1. I have read the Family Handbook. (Available online at [www.caschools.us](http://www.caschools.us). Select your school, and then select Handbook).
2. I have read and/or discussed with my student all areas of the handbook that relate to their behavior and expectations while a student at a Christian Academy school.
3. My student and I agree to abide by the school policies and procedures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Student signature required beginning with Grade 3*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_