



Welcome to Christian Academy at English Station!

Below are the most frequently asked questions and answers from our first year parents. We hope this helps you get started. For more specific information and contacts, you can always click on your campus.

1. Important Online Portals:

Be sure you are signed up for an account with the portals listed below.

- **FACTS Family Portal** This information system allows:
 - The school to send communications to parents
 - Parents access to a non-pictorial directory
 - Parents to be alerted regarding school day delays or cancellations
 - Parents ability to fill out forms online
 - New families, [click here](#) for account access instructions.
 - [Click here](#) to log on to FACTS Family Portal. Our district code is CA-US.
- **FACTS Tuition**
 - Used to process payments (tuition, athletics and other charges)
 - Used to apply for financial aid
 - **To access, click on the link you receive in an email when payment is due**
 - Uses your FACTS Tuition username and password (which is different than the username and password used for FACTS Family Portal)
- **Canvas**

We also use a program called Canvas in grades 6 - 12. This is a tool for your child, to help him/her manage assignments and classroom content. Teachers will post information, power points, resources, etc. on Canvas, and students will be able to turn in their assignments through this program. All high school/middle school students are automatically enrolled in each of their courses in Canvas, and their teachers give them the login information they need. [Click here](#) for Canvas Instructions and support.
- **My Payments Plus**

This online service is a free service to help parents track their student's purchases and to keep track of how much money is in their student's account. **To sign up, visit www.mypaymentsplus.com** and have your child's Student ID available, which your child will receive once the school year begins. You may also click [here](#) for instructions. There is no cost for this service, unless you choose to deposit funds online. The email notification of low funds and the purchase history is all free. This is the only way to keep track of your student's cafeteria account. If parents have any questions about My Payments Plus, they are encouraged to contact the cafeteria manager.



2. Financial Assistance and Information

- For questions regarding tuition, please contact Tracy Monarch by emailing tmonarch@caschools.us or calling (502) 753-4593.
- For a change in your financial status, allowing us to work with you as your finances change, please contact Tuition Assistance and speak with Erin Musick emusick@caschools.us (502) 753-4680.

3. Enrollment and Reenrollment

- Contact Christian Academy's English Station admissions counselors at any time to discuss any admissions or re enrollment questions.
 - Christina Johnson for Junior Academy (Preschool) - 5th Grade
(502) 753-4575 cjohnson@caschools.us
 - Darlene Kutzner for 6th-12th Grade
(502) 753-4564 DKutzner@caschools.us

4. Athletic Registration and Christian Academy's Armory

- The English Station athletic department will send out registration information prior to each season (fall, winter, and spring). There may be fees associated with each sport. For more information visit [Centurion Athletics](#).
- The Armory is the place to get your spirit wear for little ones all the way to grandparents. It is located beside the "God Is Bigger" rock on the right hand side of the building. During the school year, the Armory is open Tuesday through Fridays from 2:30 p.m.-4:00 p.m. For more information, contact Trisha Pullen, store manager at tpullen@caschools.us or by calling 502-753-4598.

5. Attendance and Dress Code

- School hours for English Station Elementary School are 7:50 a.m. – 2:50 p.m. When your student is going to be late or absent, please contact the English Station Elementary office at elreception@caschools.us or by calling (502) 753-4578.
- School hours for English Station Middle and High School are from 8:10 a.m. – 3:10 p.m. When your student is going to be late or absent, please contact the following:
 - Middle School Office at (502) 753-4534 or email msreception@caschools.us
 - High School Office at (502) 753-4527 or email esreception@caschools.us
- Students are required to wear approved uniforms to school unless it is a planned spirit wear day. For more information click
 - [Here](#) for elementary dress code guidelines
 - [Here](#) for middle school dress code guidelines
 - [Here](#) for the high school handbook with dress code guidelines on page 46.



6. Carpool, Arrival and Dismissal, Before and After-school Care

- For carpool arrival and dismissal, please click [here](#)
- For before and after-school care, please click [here](#).

7. Parent Involvement

Where can you participate?

- PTO- Our PTO sponsors student and family activities, from hospitality to Race for Education, which help promote school community and occasionally raises funds to support educational needs. Click [here](#) to find out more. Also, be sure to join the CAL English Station PTO Facebook group by clicking [here](#). You will always be in the know about what is happening, along with accessible links to much needed information and ways to get involved. Contact ptoes@caschools.us for more information.
- Watch D.O.G.S. (Dads Of Great Students)- Christian Academy Schools participate in the national WATCH D.O.G.S. program. The two primary goals of this program are
 - 1) To provide positive male role models for the students, demonstrating by their presence that education is important
 - 2) To provide extra sets of eyes and ears to enhance school safety and security.For more information about Christian Academy's WATCH D.O.G.S. program or to participate, please contact the elementary office for further information at elreception@caschools.us or call the office at (502) 753-4578.
- Parent Ambassador- Help welcome new families to Christian Academy! We work to contact and connect new families with everything Christian Academy has to offer. Contact Aimée Games at agames@caschools.us for more information.
- Opportunities to volunteer - Class field trips, cafeteria, media center, clubs, music, band and sports teams always need parent help to be successful. However, precautions we are taking with COVID do not allow parents in our buildings at this time. When those restrictions change, opportunities to volunteer will be announced. As always, your email will be the place for information.
- High School Moms in Prayer meets each Tuesday at 2 p.m. Email Tammy Hubbard at TammyL.Hubbard@gmail.com to get connected.
- Teacher encouragement and school support. One of the most important ways to support Christian Academy and our teachers is through social media recommendations. When you want to “spread the word” of what God is doing at Christian Academy, please leave a recommendation or note on the following websites: Niche.com, GreatSchools.org, PrivateSchoolReview.com and of course, our own [Facebook](#) page. Signing up and following us on Facebook is also a great way to see activities and share your stories.



8. Emails, Newsletters and Information

- Each Friday you will receive an email titled **News and Events** which highlights what is happening on each of Christian Academy's four campuses.
- The **elementary newsletter** is sent out by email each month and will let you know about all things CAL elementary related. See past issues [here](#).
- High school daily announcements can be found [here](#).
- Christian Academy's communications will be sent via email anytime there are updates or announcements, which means you will want to check your email each day.

9. Teacher Interaction

- Parents are encouraged to open discussions and meetings with teachers and principals to discuss concerns and suggestions. Following the Matthew 18 principle, we urge parents to go to teachers first with questions or concerns before bringing in principals or sharing it with friends.
- Our campus counselor and academic support may contact you if we identify struggles your child is having. You are also free to contact them with any concerns or questions about your child. To connect with our counselors, please contact the school's office.
 - Elementary School office- (502) 753-4578
 - Middle School office- (502) 753-4534
 - High School office- (502) 753-4527 or click [here](#)

10. School Contacts and other questions

For specific campus details on these and other topics, [click here](#) or call:

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| ● English Station Junior Academy/Elementary School | (502) 753-4578 |
| ● English Station Middle School | (502) 753-4534 |
| ● English Station High school | (502) 753-4527 |

You can, also, refer to the handbook for each school by clicking on the links below.

- Elementary School handbook [here](#)
- Middle School handbook [here](#)
- High school handbook [here](#)
- or contact Aimée Games for additional information and assistance