



## Welcome to Christian Academy of Indiana!

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

### 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](http://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 Jodi Yates at [JYates@caschools.us](mailto:JYates@caschools.us) or (502) 753-4579.
- For a change in your financial status, please contact Jamie Lacy, Tuition Assistance for Indiana, by emailing [Jlacy@caschools.us](mailto:Jlacy@caschools.us) or calling 502-753-4600.
- For information regarding the Choice Scholarship or the CAI Clothes Closet, please contact Lisa Rehnberg, Choice Scholarship Coordinator at [lrehnberg@caschools.us](mailto:lrehnberg@caschools.us) or 502-400-5426.

## 3. Enrollment and Reenrollment

- Contact Christian Academy of Indiana's admissions counselor at any time to discuss any admissions or re enrollment questions by emailing Wendy Smith at [wsmith@caschools.us](mailto:wsmith@caschools.us) or calling 502-400-5420.

## 4. Athletic Registration and the Warrior Armory

- CAI's 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 [caschools.us/warrior-athletics](http://caschools.us/warrior-athletics).
- **Warrior Armory** - This is the place to get your spirit wear for little ones all the way to grandparents. The Armory is located near the Commons Entrance. During the school year, the Armory is open on Wednesdays and Fridays from 2:00 p.m.-4:00 p.m. Please contact the athletic office for questions by calling (502) 400-5412 or emailing [hmcdonner@caschools.us](mailto:hmcdonner@caschools.us).

## 5. Attendance and Dress Code

- If your child is going to be absent, call the school office before 9:00 a.m. by contacting  
Indiana Elementary School      [ldriver@caschools.us](mailto:ldriver@caschools.us)      (812) 944-6200  
Indiana High School/Middle School      [inreception@caschools.us](mailto:inreception@caschools.us)      (502) 400-5401
- 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 and [here](#) for middle and high school.

## 6. Carpool, Before and After-school Care

- K-5th grade before and after care information can be found [here](#).
- Arrival/departure for carpool can be found [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. Visit [caschools.us/indiana-pto](http://caschools.us/indiana-pto) and sign up to receive PTO email updates. Also, be sure to join the CAI PTO Facebook group. You will always be in the know about what is happening, along with accessible links to much needed information and ways to get involved. Visit Facebook's page [CAI PTO](#) and request to join. For more information, contact Angela Nash, PTO president, at [angelajonash@me.com](mailto:angelajonash@me.com).
- Christian Academy of Indiana- Elementary Facebook Group- One word often used to describe Christian Academy of Indiana is family! This is a place for our Warrior Family to be connected, to share the many ways we partner every day to develop our students with a heart for God and guide them to grow as Jesus did in wisdom, stature, and in favor with God and men. This is a private page, intended for families, employees, and other stakeholders who share the vision of Christian Academy. To join, [click here](#).
- 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; and 2) To provide extra sets of eyes and ears to enhance school safety and security. For more information about the national program, please see information on the program website. For more information about Christian Academy's WATCH D.O.G.S. program or to participate, please contact Amber Cook at [acook@caschools.us](mailto:acook@caschools.us) or Brandon Dickerson at [brandondickersonmcc@gmail.com](mailto:brandondickersonmcc@gmail.com).
- Parent Ambassador- Help welcome new families to CAI! We work to contact and connect new families with everything Christian Academy has to offer. Contact Aimée Games at [agames@caschools.us](mailto:agames@caschools.us) for more information.
- Moms in Prayer meets each Wednesday (just after drop off). Email Tonya Chalfant at [tonya@formsamerica.net](mailto:tonya@formsamerica.net) to get connected.
- Chapel- join us each week for chapel by clicking on the links provided in the weekly email newsletter **CAI Connection**.

## 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 **CAI Connection** is sent out by email each week, which will let you know about all things Christian Academy of Indiana related. See past issues [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 visit [caschools.us/counselors-Indiana](http://caschools.us/counselors-Indiana).

## 10. School Contacts and other questions

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

Indiana Junior Academy/Elementary School (812) 944-6200

Indiana High School/Middle School (502) 400-5401

You can, also, refer to the school's elementary handbook [here](#) and the middle/high school handbook [here](#) or contact Aimée Games for additional information and assistance.