



Welcome to Christian Academy's Rock Creek Campus!

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 through 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)
- **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 tmonarch@caschools.us 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 Rock Creek admissions counselor at any time to discuss any admissions or re enrollment questions for Junior Academy (Preschool) - 5th Grade by emailing Lisa Ludwig at lludwig@caschools.us or calling 502-753-4622.

4. Athletic Registration and Christian Academy's Armory

- The English Station athletic department offers sports programs for our Rock Creek campus. Prior to each season (fall, winter, and spring) they will send out registration information by email. There may be fees associated with each sport. For more information visit caschools.us/centurion-athletics.
- The Armory is the place to get your spirit wear for little ones all the way to grandparents. It is located on our English Station campus, 700 South English Station Road, 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 Rock Creek are 8:00 a.m. – 3:00 p.m. When your student is going to be late or absent, please contact the office by 8:30 a.m. at rcreception@caschools.us or by calling (502) 897-3372.
- Students are required to wear approved uniforms to school unless it is a planned spirit wear day. For more information click [here](#) for the handbook and scroll to pages 41-42.

6. Carpool, Before School Care, After-school Care

- Before and After-school care information can be found [here](#).
- Carpool information, arrival and dismissal, how to drop off and how to pick up your child can be found by accessing the handbook [here](#) and scrolling to pages 33 and 34.

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 Rock Creek 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. For more information



Christian Academy

OF LOUISVILLE

ROCK CREEK CAMPUS

3110 Rock Creek Drive
Louisville, KY 40207

Phone: 502-897-3372

Fax: 502-897-3207

www.caschools.us

contact the PTO at ptorc@caschools.us and also see the PTO section of the **Creek Connection** newsletter.

- 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 rcreception@caschools.us or call the office at 502-897-3372.

- 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 - Due to current COVID precautions, we are not able to have parents enter the building. When that changes, opportunities to volunteer will be announced. As always, stay tuned to your email for information.
- 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 **Creek Connection** is sent out by email each month which will let you know about all things Rock Creek 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 contact the school's office at rcreception@caschools.us or call the office at 502-897-3372.



Christian Academy
OF LOUISVILLE
ROCK CREEK CAMPUS

3110 Rock Creek Drive
Louisville, KY 40207

Phone: 502-897-3372
Fax: 502-897-3207

www.caschools.us

10. School Contacts and other questions

For specific campus details on these and other topics, click [here](#) or call 502-897-3372.

You can, also, refer to the handbook by clicking [here](#) or contact Aimée Games for additional information and assistance at agames@caschools.us or calling 502-753-4561.