



BACK-TO-SCHOOL 2022-2023

Christian Academy of Indiana Elementary

Welcome to the 2022-2023 school year! School begins on August 3, at 8 a.m.



Principal: Mrs. Amber Cook
acook@caschools.us



Assistant Principal: Mrs. Shawn Neal
sneal@caschools.us



Counselor: Mrs. Kristi Richards
krichards@caschools.us

Kindergarten-Fifth Grade Orientation and Meet the Teacher

You and your child are invited to meet his/her teacher on Tuesday, August 2.

- 9-10 a.m. - Last name begins with A - K
- 10:30-11:30 a.m. - Last name begins with L-Z
- 2-3 p.m. - Make-Up Time for those not available during designated time.

All families should bring

- The signed [school policy commitment form](#)*
- Your child's [school supplies](#).

New families should bring

- The completed [CHIRP form](#)*
- Your child's health and immunization record
- The completed [home language survey form](#)*



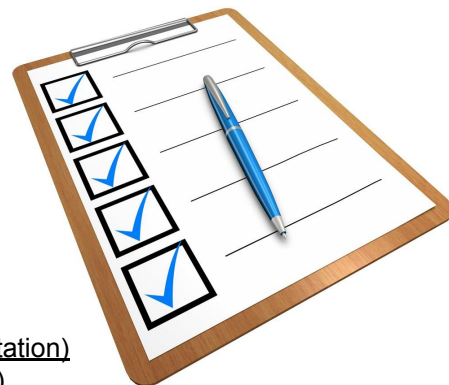
*Required before going to the classroom

BACK-TO-SCHOOL REGISTRATION REQUIRED TO BE COMPLETED PRIOR TO JULY 22

Please promptly complete and electronically submit the required forms numbered **1, 2, 3, 4, 5, and 6** listed below. Please print and complete the School Policy Commitment Form (**number 7**) and return on Orientation Day. New families please print and complete the CHIRP Form and School Language Survey Form (**number 8 and 9**). Your child will not receive a class assignment or may not be able to start school without the proper documentation on file which includes immunizations (see below).

[FACTS Family Portal Required Web Forms](#) to be completed prior to July 22, 2022

1. 2022-23 Technology Agreement
2. 2022-23 Custodial Parent Demographic
3. 2022-23 Student Demographic
4. 2022-23 Student Medical Information
5. 2022-23 CAI Before and After School Care (even if use is seldom/never)
6. 2022-23 COVID Waiver



Required Handbook Form

7. [Handbook Required Form \(please print out and bring to the Back to School Orientation\) 2022-23 School Policy Commitment Form](#) (last page of the elementary handbook)

Required New Family Forms

8. [Immunization Records and CHIRP Form](#)
9. [School Language Survey](#)

Requested FACTS Family Portal Web Form

- 2022-23 Grandparent Information

Optional FACTS Family Portal Web Forms

- 2022-23 CAI Piano Registration (grades 2-12)
- 2022-23 CAI K-12 Bus Registration Form (Southwest campus transportation bus only)
- 2022-23 CAI MS/HS Sports Registrations (this includes 5th grade)

Daily Information

Morning Arrival ([Carline Map and Description](#) pgs. 2-6)

- All elementary students will be dropped off at the front entrance (door 1).
- Elementary carline will begin at 7:40 a.m.
- The tardy bell will be at 8 a.m. Students should be in their classroom before 8 a.m.
- Parents will be allowed to enter the building only if they have a meeting.
- Elementary students arriving before 7:35 a.m. will be sent to the cafeteria for Before-school Care until dismissed at 7:35 a.m.*



Afternoon Dismissal ([Carline Map and Description](#) pgs. 7-13)

- Driveline dismissal will begin at 2:35 p.m.
- New Car Tags will be distributed at Orientation.
- Parents will not be allowed to walk up to dismissal locations or come inside to pick up their students until after Driveline is over at 3 p.m.
- At 3 p.m., students not picked up in the carline will go to the cafeteria for After-school Care.*
- All **kindergarten** students will be dismissed at 12 p.m., and lunch will not be served on the first week of school, August 3-5. After-school care* is available for those who cannot pick-up at 12 p.m. [Please sign up for Kindergarten "first week after-care" here.](#)

(Please plan for heavy traffic and expect delays. The systems work and will improve)

[*Before and After-school Care Fee Schedule](#)

Handbook

- Please read the [Indiana Elementary handbook](#). After reading the handbook print, sign and return the [School Policy Commitment Form](#) (last page). Important points to note:
 - Attendance
 - Dress Code/Uniforms
 - Treats/Snacks
 - Parties/Invitations
 - Electronic Devices

Visitors/Volunteers

- All visitors must enter through door 1 at the elementary main entrance and check-in at the front desk. The first check-in of the school year requires a driver's license or similar valid ID.
- No visitors will be allowed past the front desks during the school day unless permitted by a previously scheduled appointment.
- Cafeteria Volunteers- We can have up to 3 volunteers per day in the cafeteria from 11 a.m.- 12 p.m. This is a great time to see your child and classmates socialize and help students open lunch items, clean spills, or serve condiments. If interested email our school-age care supervisor, Abby Tucker, at atucker@caschools.us.
- Media Center Volunteers- Volunteers help our media center with book check-out, cataloging and shelving of returned books, and other media center needs. If interested, email our elementary librarian, Brianna Johnston, at bjohnston@caschools.us.
- Classroom Volunteers- We love classroom volunteers! Email your child's teacher about volunteer opportunities such as mystery reader, classroom helper, material/resource support.
- Lunch Visitors- We are allowing up to 5 visitors per day. You can sign up [here](#). Visitors must be listed in FACTS as emergency contacts or pick-up persons. More guidelines are listed on the sign-up page.
- WATCH DOGS- It has been a couple of years since we have been able to implement this amazing father-figure opportunity, but we are looking to bring it back for the 2022-2023 school year. Please join us in praying for the right steps for implementation and success.



Chapel

- Elementary chapels will be on Wednesday mornings. However, we will not have chapel on the first day of school, August 3. Our first chapel will be Wednesday, August 10.
 - 3rd-5th grade chapel will be at 8:15 a.m.
 - K-2nd grade chapel will be at 9 a.m.
- Parents are welcome to attend chapel services. You can sign-up for chapel visits [here](#). Please check-in at the front desk when you arrive. Due to limited spacing, visitors will sit in the back of the auditorium. You are welcome to have your child sit with you if they are not presenting during the chapel service.



Building Safety and Security

- Christian Academy School System has a task force team that monitors the security of all three campuses. All of our employees go through quality training for emergency response and other crisis intervention practices. We view the safety of our students and employees as everyone's responsibility so that all employees are empowered to respond in an emergency situation.
- The exterior doors of the building are locked at all times, and visitors are only admitted at the elementary and high school/middle school entrance.
- All visitors are verified and checked in with our Volunteer Management school security system.



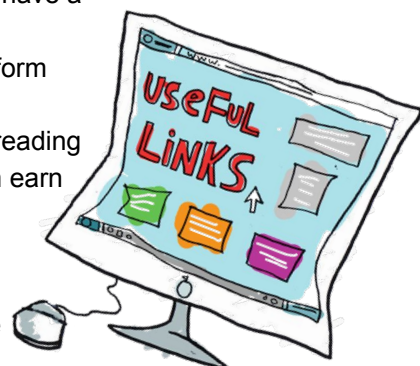


Elementary Lunch Schedule

Kindergarten	11:10-11:40
1st Grade	11:15-11:45
2nd Grade	11:20-11:50
3rd Grade	11:25-11:55
4th Grade	11:30-12:00
5th Grade	11:35-12:05

Helpful Resources

- [CAI School Calendar](#) This is a printable version of our school calendar. We also have a Google Calendar with important dates for our entire campus [here](#).
- [CAI Elementary Documents & Links](#) The updated school supplies, calendar, uniform information, and other helpful resources are posted
- [CAI Elementary Summer Reading Packet](#) Be sure to participate in our summer reading program! We have a fun celebration shortly after school starts, and students can earn prizes for reading and turning in their packet.
- [New Families Site & FAQs](#) Aimee Games manages this site, and is an excellent resource for new families!
- [CAI Connection Newsletter](#) Past CAI Connection Newsletters can be found here
- [CAI Elementary Facebook Page](#) This site is used throughout the school year to share great and exciting news from our classrooms and school.
- [CAI PTO Facebook Page](#) This is a place to learn about PTO events and ways to get involved.



We are excited about the 2022-2023 school year. Let us know if you have any questions and see you soon!

