



**Christian Academy**  
OF LOUISVILLE  
SOUTHWEST CAMPUS

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## Welcome to Christian Academy at Southwest!

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)
- **Canvas**

We also use a program called Canvas in grades 6 - 8. 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.
- **MyPaymentsPlus**

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 MyPaymentsPlus, they are encouraged to contact the cafeteria manager.

### 2. Financial Assistance and Information

- For questions regarding tuition, please contact Kathy Tipton by email [ktiption@caschools.us](mailto:ktiption@caschools.us) or by calling (502) 244-3225 and asking to speak with Kathy Tipton.
- For a change in your financial status, allowing us to work with you as your finances change, please contact Tuition Assistance and speak with Renee Janocik by emailing [rjanocik@caschools.us](mailto:rjanocik@caschools.us) or calling (502) 753-4600.

### 3. Enrollment and Continuous Enrollment

- Contact Christian Academy's Southwest admissions counselor at any time to discuss any admissions or continuous enrollment questions for Junior Academy (Preschool) - 8th Grade by emailing Lorrie Baechtel [lbaechtel@caschools.us](mailto:lbaechtel@caschools.us) or calling (502) 753-4590.

### 4. Athletic Registration

- The 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 click [here](#).

### 5. Attendance and Dress Code

- School hours for Southwest are 8:10 a.m. – 3:15 p.m. Drop off begins at 7:40 a.m. When your student is going to be late or absent, please contact the office at [swreception@caschools.us](mailto:swreception@caschools.us) or by calling 502-447-6500.
- Students are required to wear approved uniforms to school unless it is a planned spirit wear day. For dress code guidelines and information, please click [here](#).

### 6. Before and After-school Care

- 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 Southwest 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.
- 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 office for further information at [swreception@caschools.us](mailto:swreception@caschools.us) or call the office at (502) 447-6500.

- 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](mailto:agames@caschools.us) for more information.
- Opportunities to volunteer -
  - Cafeteria volunteers- 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, please email our Cafeteria Manager, Ms. Heather Martin at [hmartin@caschools.us](mailto:hmartin@caschools.us)
  - Media Center volunteers- help our media center with book check-out, cataloging and shelving of returned books and other media center needs. Interested? Please email Mrs. Sherry Foster at [shfoster@caschools.us](mailto:shfoster@caschools.us)
  - Classroom Volunteers- please email your child's teacher for opportunities such as Mystery Reader, classroom helper, material/resource support
  - Lunch Visitors-Read each edition of "Around the Academy" newsletter to keep up to date on visitor policy.

- Join us for special school-wide Chapel services throughout the year which take place in the sanctuary of the adjoining Southeast Christian Church building and will be announced throughout the year in the Southwest Christian Academy newsletter, “Around the Academy”.

### **8. Emails, Newsletters and Information**

- Each Wednesday you will receive an email titled **News and Events** which highlights what is happening on each of Christian Academy’s four campuses.
- The **Around the Academy** newsletter is the Southwest Christian Academy newsletter which is included in **News and Events**. See past issues [here](#).
- Connect on Facebook with Christian Academy of Louisville Southwest Campus [here](#) and to our SW PTO page [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 by calling 502-447-6500.

### **10. School Contacts and Other Questions**

For specific campus details on these and other topics, click [here](#) or call 502-447-6500.

You can, also, refer to the handbook for each school by logging into your FACTS account.