



# BACK-TO-SCHOOL 2023-2024

## Christian Academy of Indiana Elementary

Welcome to the 2023-2024 school year! School begins on August 2, at 8 a.m.



Principal: **Dr. Krystal Morrow**  
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Assistant Principal: **Mrs. Shawn Neal**  
[sneal@caschools.us](mailto:sneal@caschools.us)

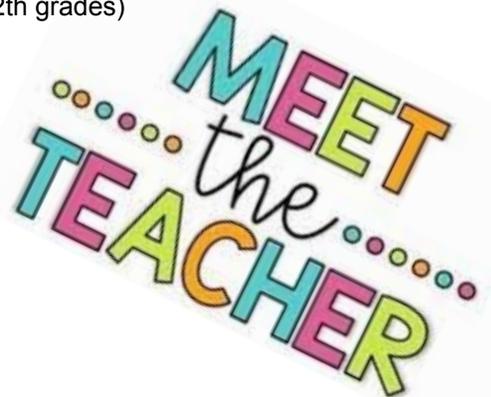


Counselor: **Mrs. Kristi Richards**  
[krichards@caschools.us](mailto:krichards@caschools.us)

### Kindergarten-Fifth Grade Orientation and Meet the Teacher

You and your child are invited to meet his/her teacher on Tuesday, August 1.

- 8:30 - 10:00 a.m. - Last name begins with A - K (1st-12th grades)
- 10:30 a.m. - 12:00 p.m. - Last name begins with L-Z (1st-12th grades)
- 2:00 - 3:30 p.m. - Make-Up Time for those not available during designated time. (1st-12th grades)
- Kindergarten (to be announced)



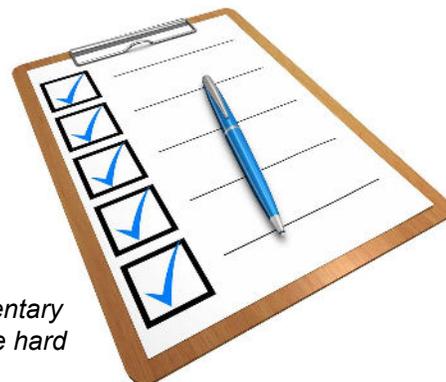
[School Supply List](#)

## BACK-TO-SCHOOL REGISTRATION REQUIRED TO BE COMPLETED PRIOR TO JULY 21

Please promptly complete and electronically submit the required forms numbered **1, 2, 3, 4 and 5** listed below. Please print and complete the School Policy Commitment Form (**number 6**) and return on Orientation Day. 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 21, 2023

1. 2023-24 Technology Agreement
2. 2023-24 Custodial Parent Demographic
3. 2023-24 Student Demographic
4. 2023-24 Student Medical Information (K-12)
5. 2023-24 CAI Before/After Care (even if use is seldom/never)



Required Handbook Form

6. [2023-24 School Policy Commitment Form](#) (Please print the last page of the elementary handbook in FACTS Family Portal under Resource Documents, sign and bring the hard copy on Meet the Teacher Day, August 1.)

Requested FACTS Family Portal Web Form

- 2023-24 Grandparent Information

Optional FACTS Family Portal Web Forms

- 2023-24 CAI Piano Registration (grades 2-12)
- 2023-24 CAI K-12 Bus Registration (Southwest Campus transportation bus only)
- 2023-24 CAI (Fall, Winter, Spring) Sports Registrations (this includes 5<sup>th</sup> grade)

### Daily Information

Morning Arrival

- 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

- Driveline dismissal will begin at 2:35 p.m.
- New Car Tags will be distributed at Meet the Teacher Day, August 1.
- 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. on the first week of school, August 2-4. After-school care\* will not be available for kindergarten during the first week of school.

(Carline maps will be available prior to the start of school with more specifics. Please plan for heavy traffic and expect delays. The systems work and will improve.)

## Handbook

- Please read the Indiana Elementary handbook in FACTS Family Portal under Resource Documents. 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 three 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](mailto: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](mailto:bjohnston@caschools.us).
- Classroom Volunteers- We love classroom volunteers! Email your child's teacher about volunteer opportunities such as mystery reader, classroom helper and material/resource support.
- Lunch Visitors- We are allowing up to five visitors per day. You can sign up [here](#). Visitors must be listed in FACTS as emergency contacts or pick-up persons.
- 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 2023-2024 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 2. 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 Visitor Management school security system.



## Warrior Athletics

- Fall Intramurals for Co-Ed Soccer and Boys Tennis, Grades 2-5, are Now Open! [Click here](#) to learn more.

