

BACK-TO-SCHOOL 2023-2024

Christian Academy of Louisville

Southwest Campus

Welcome to the 2023-2024 school year!



Principal: Mrs. Monica Allison
mallison@caschools.us



Dean of Students: Mr. Kevin Fowler
kfowler@caschools.us

Back-to-School Drop-In for Kindergarten through 8th Grade Families ***Friday, August 4, from 8:30-11:30 a.m.***

Please come to school anytime during these hours to meet your teachers, receive your student packet including class schedule and locker information (for middle school students), lunch account information, carpool tags, PTO information and everything you need to know for the first day of school.

All families should bring their:

- [Signed School Policy Commitment Form](#)
- School Supplies as indicated on the [Supply List](#)
- [Medication Administration Release Form](#) (if your child will need to take prescription medication while at school)

New families should also bring:

- A copy of your student's State-Issued Birth Certificate
- Current [Kentucky Immunization Certificate](#)
- Preventive Health Care Exam ([Kentucky School Physical Form](#))

Returning 6th Grade families are required to update their health records by providing the following:

- A copy of your student's State-Issued Birth Certificate
- An updated Preventive Health Care Exam ([Kentucky School Physical Form](#))

Kindergarten through 4th Grade families may also turn in their optional [Summer Reading Activity Log](#).

Web Forms in FACTS

It is very important that you click on the link listed below and complete the required forms **no later than Tuesday, July 25**. If the forms are not completed by July 25, your child/children will not receive their teacher assignments (elementary school) and/or locker information/class schedule (middle school). Electronic forms can be found in FACTS Family Portal under "Web Forms." If you have more than one student, you must complete each form for each of your students. **REMEMBER TO SCROLL TO THE BOTTOM OF EACH FORM, SIGN AND CLICK SAVE.**

[FACTS Family Portal](#)

Required Forms

2023-24 Student Medical Info (K-12)

2023-24 Custodial Parent Demographic

2023-24 Student Demographic

2023-24 Technology Agreement

2023-24 Southwest Before/After Care (even if use is seldom/never)

Requested Form

2023-24 Grandparent Information

Optional Forms

2023-24 SW Fall Sports Registration (for fall sports offered at our campus)

2023-24 ES Fall Sports Registration (for fall sports offered at the English Station Campus)

2023-24 Elementary Fall Intramural

2023-24 Elementary Fall Intramural Cheer

First Days of School Schedule

The first day of school will be on Tuesday, August 8, and the day will begin at 8:10 a.m. and end at 3:10 p.m. Morning carpool drop-off will begin at 7:45 a.m. Afternoon carpool will be from 3:15-3:45 p.m.

Kindergarten parents may walk their child in to their classroom on the first day of school only between 7:45-8:05 a.m. Kindergarten students will have half-days on August 8, 9, and 10, and will be dismissed at 11:45 a.m. for these three days. Kindergarten parents should make arrangements for their student to be picked up in carpool between 11:45 a.m. – 12 p.m. for the first three days of school. Full days for kindergarten will begin on Friday, August 11.

Daily Information

Morning Arrival

- All K-8th grade students will be dropped off at the front entrance (Door 1).
- Morning drop-off begins at **7:45 a.m.** Please note this change in the start time for morning drop-off! Please make sure your child is ready to exit your vehicle as you pull onto the school property. Backpacks ready, seat belt unbuckled and ready to exit on the passenger side.
- The tardy bell will be at 8:10 a.m. Students should be in their classroom before 8:10 a.m.
- Parents will be allowed to enter the building in the mornings only if they have a scheduled meeting.
- Before-school Care is available as an optional paid service and begins at 7 a.m. Drop-off for Before-school Care is at Door 7 (Junior Academy entrance).*

Afternoon Dismissal

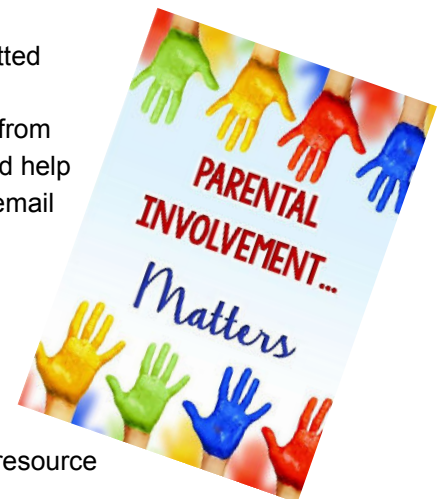
- Afternoon dismissal begins at 3:15 p.m.
- All pickup vehicles must display a valid carpool tag. Three tags are provided in your child's back-to-school packet. Additional tags may be requested through the school office (\$5 for a sheet of 3 tags).
- Parents will not be allowed to walk up to dismissal locations or come inside to pick up their students until after carpool is over at 3:45 p.m.
- At 3:45 p.m, students not picked up in the carline will go to After-school Care. After-school Care is available as an optional paid service and runs from 3:45-6 p.m. Pick-up for After-school Care is at Door 7 (Junior Academy entrance).* [*Before and After-school Care Fee Schedule](#)

Handbook

- Please read the appropriate handbook (Southwest Elementary or Middle School) in FACTS Family Portal located under Resource Documents that pertains to your child's grade level. Important points to note:
 - Attendance
 - [Dress Code/Uniforms](#)
 - Student Illness
 - Parties/Invitations
 - Electronic Devices

Visitors/Volunteers

- All visitors must enter through Door 1 at the 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, please email our Cafeteria Manager, Mrs. Heather Avis, at hmartin@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 Media Specialist, Mrs. Sherry Foster at sfoster@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, etc.
- Lunch Visitors- We are allowing up to five visitors per day. You must 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.
- WatchDOGS- We are so excited that our [WatchDOGS](#) program is back for the 2023-2024 school year. This is a wonderful opportunity for dads, grandfathers or other father-figures to volunteer for a scheduled day during the school year. In order to participate in this opportunity and schedule a day to serve, this [application](#) must first be fully completed.



Chapel

- Chapel services will be held on Thursday mornings and students should be in chapel uniform each Thursday.
- Due to space constraints, we cannot accommodate guests for our weekly chapel services. Parents and other family members are invited to join us for school-wide chapel services on November 16, December 14, March 28, and May 16. These special chapel services will begin at 9 a.m. and will be held at Southeast Christian Church next to our school. The only exception is November 16. Chapel will be held in our gym that day.

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 main lobby entrance (Door 1) or the Junior Academy entrance (Door 7).
- All visitors are verified and checked in with our Visitor Management school security system.

Lunch Schedule

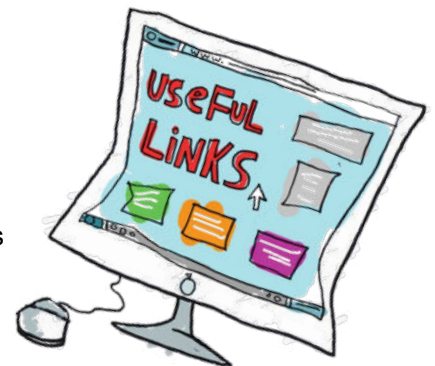
Kindergarten	11:00-11:25	1st Grade	11:05-11:30
2nd Grade	11:10-11:35	3rd Grade	11:20-11:45
4th Grade	11:25-11:50	5th Grade	11:30-11:55
Middle School	12:08-12:33		



- Every child has a lunch account number assigned to them.
- Parents may write checks made payable to Christian Academy to add money to their child's lunch account or add funds electronically via [MyPaymentsPlus](#).
- Information regarding your child's lunch account is contained in your back-to-school student packet and is also linked [here](#). Please click [here](#) for more information on setting up a MyPaymentsPlus account.
- Students may purchase their lunch in the cafeteria or bring their lunch from home. If a parent is signed up as a lunch guest (sign up link [here](#)), they may bring restaurant/fast food lunch that day for their child only.
- We cannot have food deliveries for students through DoorDash, UberEats, etc.

Helpful Resources

- [CAL School Calendar](#) This is a printable version of our school calendar.
- [CAL-SW Documents and Links](#) The updated school supplies, calendar, uniform information, cafeteria menu and other helpful resources are posted here under the drop-down menus for each school (Junior Academy, Elementary, Middle)
- [New Families Site and FAQs](#) Aimee Games, Parent Relations Associate, manages this site and is an excellent resource for new families!
- [Around the Academy](#) Past CAL-SW Newsletters can be found here.
- [CAL-SW Facebook Page](#) This site is used throughout the school year to share great and exciting news from our classrooms and school.
- [CAL-SW PTO Facebook Page](#) This is a place to learn about PTO events and ways to get involved.
- [Kroger Community Rewards](#) Support our PTO by registering your Kroger account! You only have to do this once and Kroger will make a donation to our PTO for every purchase you make! Our school ID is RP963.



Communication

At Christian Academy, we believe in open lines of communication between teacher and parents. We desire a positive and Christ-like partnership with all families.

Forms of Communication:

- Teachers will send out newsletter and emails often to keep you informed.
- The school office will also send out a weekly newsletter (in News and Events) and various communications as needed.
- Notes Sent Home
- Phone Calls

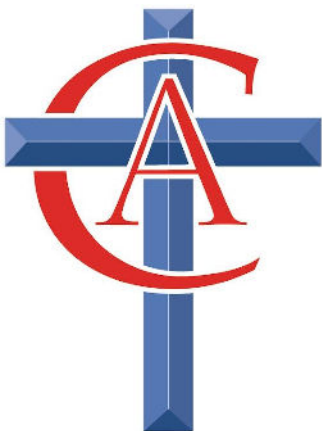
Expectations of Communication:

- Please know that an email is often the best way to communicate with us but sometimes a phone call or face-to-face is more personal and allows us to truly understand each other.
- Use the Matthew 18 principle which requires you to always go straight to the source for information and to resolve any issues. (Family Handbook)
- Before contacting the office about any classroom issues it is imperative that you first try to resolve the issue with the teacher or staff member. If you contact the office staff/administration you will be referred back to the teacher to resolve the issue if you have not already attempted to do so.
- Nearly all issues can be resolved when we simply correspond with the person involved. Our teachers and staff are all very cooperative and willing to help in any way that is reasonable.
- We are not perfect! Mistakes happen and misunderstandings occur! You will at some point need to resolve an issue. We just ask that you do it in a biblical manner.
- Please pray over your concerns with the teacher before reaching out. If you are frustrated or angry, it is best to wait 24 hours before making contact.
- Emergencies can be directed straight to the office.

Lastly, as you know our teachers and staff work very hard all day. Many times they take work home or stay late. They give 110% to your child. Please remember this before you email or call after hours. Our teachers and staff need time with their families and time to rest. Please know that you can email/call any time but that our teachers and staff will not respond after 4 p.m. in most cases. They will respond within 24 hours of reading the email or hearing the voicemail if at all possible. The only exceptions would be if they are not at school on the day the email is sent. Thank you for respecting and loving our teachers and staff so well.

Communication in this way ensures that Christ is glorified and that all parties are given the proper respect. It builds unity around our mission to develop students with a heart for God. Thank you for taking the time to read this document and for your partnership with Christian Academy of Louisville - Southwest Campus.

We are excited about the 2023-2024 school year. Let us know if you have any questions!



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