



## Welcome to Christian Academy of Indiana!

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:

- **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 - 12. 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. As a parent, you are able to log in as an observer of your child's Canvas account. For information and directions on how to do this, please click [here](#) and scroll down.
- **My Payments Plus**

This online service is free to help parents track their student's purchases and 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 My Payments Plus, they are encouraged to contact the cafeteria manager.

### 2. Financial Assistance and Information

- For questions regarding tuition, please contact Jodi Yates [Jyates@caschools.us](mailto:Jyates@caschools.us) (502) 753-4579.
- For a change in your financial status, please contact Tuition Assistance for Indiana, Lisa Rehnberg by emailing [rehnberg@caschools.us](mailto:rehnberg@caschools.us) or calling (502) 400-5426.
- To speak with someone about the Indiana Voucher program, please contact Elisabeth Payne by emailing her at [epayne@caschools.us](mailto:epayne@caschools.us) or calling (502) 400-5289.



### 3. Enrollment and Continuous Enrollment

- Contact Christian Academy of Indiana's admissions counselor to discuss any admissions or continuous enrollment questions by emailing Wendy Smith at [wsmith@caschools.us](mailto:wsmith@caschools.us) or calling (502) 400-5420.

### 4. Athletic Registration

- CAI's 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 visit [caschools.us/warrior-athletics](http://caschools.us/warrior-athletics).
- **Warrior Armory** - This is the place to get your spirit wear for little ones all the way to grandparents. The Armory is located near the Commons Entrance. During the school year, the Armory is open on Wednesdays and Fridays from 2:00 p.m.- 4:00 p.m. Please contact the athletic office for questions by calling (502) 400-5412 or click [here](#).

### 5. Attendance and Dress Code

- If your child is going to be absent, call the school office before 9:00 a.m. by contacting Indiana Elementary School [rburke@caschools.us](mailto:rburke@caschools.us) (812) 944-6200  
Indiana High School/Middle School [inreception@caschools.us](mailto:inreception@caschools.us) (502) 400-5401
- Students are required to wear approved uniforms to school unless it is a planned spirit wear day. For more information click [here](#) for dress code guidelines.

### 6. Carpool, Before and After-school Care

- K-12th grade before and after care information can be found [here](#).
- Arrival/departure for carpool elementary students can be found [here](#).
- Bus information can be found [here](#).
- Arrival/departure for carpool for middle/high school students can be found [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 raise funds to support educational needs. Visit [caschools.us/indiana-pto](http://caschools.us/indiana-pto) and sign up to receive PTO email updates. Also, be sure to join the CAI PTO Facebook group for much needed information and ways to get involved. Go to [Facebook](#) and request to join.
- 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; and 2) To provide extra sets of eyes and ears to enhance school safety and security. For more information about the national program, please see information on the program website. For more information about Christian Academy's WATCH D.O.G.S. program or to participate, please contact Shawn Neal at [sneal@caschools.us](mailto:sneal@caschools.us)
- Parent Ambassador- Help welcome new families to CAI! 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 - Class field trips, clubs, music, band and sports teams always need parent help to be successful. As the semester progresses, opportunities to volunteer will be announced. Watch your email for information.



- Join us for Chapel - Each week, our students join together for worship during Chapel. Parents are welcome to join us if you have signed up ahead of time. Please watch the CAI Connection newsletter sent each week in the email titled “News and Events”.
- Moms in Prayer meets each Wednesday (just after drop off) in the elementary conference room. Email Tonya Chalfant at [tonya@formsamerica.net](mailto:tonya@formsamerica.net) to get connected.

#### **8. 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 visit [caschools.us/counselors-indiana](http://caschools.us/counselors-indiana).

#### **9. Christian Academy News**

- Each Wednesday, you will receive an email titled **News and Events** which will highlight happenings across all Christian Academy campuses.
  - Under the Indiana campus, look for the **CAI Connection** which will keep you up to date on all things at Christian Academy of Indiana.
- Connect with us through **Facebook** by joining
  - Christian Academy School System [here](#)
  - Christian Academy of Indiana [here](#)
  - CAI PTO [here](#)
  - Christian Academy of Indiana Elementary [here](#)
  - Christian Academy of Indiana-Middle and High School [here](#)
  - Christian Academy of Indiana Athletics [here](#)

#### **10. School Contacts** For specific campus details on these and other topics, [click here](#) or call:

Indiana Junior Academy/Elementary School	(812) 944-6200
Indiana High School/Middle School	(502) 400-5401