



Christian Academy  
OF INDIANA  
Junior Academy



# Family Handbook

2025-2026

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New Albany, IN 47150  
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*The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men.*

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***NOTE:*** The policies and procedures in this handbook supersede all other directives and are under review at least annually. Additions, deletions and changes may occur at any time, including during the school year. Neither this handbook nor anything in it is a contract.

# Section I

## G.1.0 INTRODUCTION TO CHRISTIAN ACADEMY SCHOOL SYSTEM

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*For no one can lay any foundation other than the one already laid, which is Jesus Christ.*

I Corinthians 3:11 NIV

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### G.1.1 Christian Academy School System

The Christian Academy School System is a family of Christian schools that share a philosophy, mission, and commitment to providing quality Christian education in a Christ-centered environment. Each school reflects the needs and desires of the Christian community it serves.

Our schools have a rich history that testifies to God's grace and provision. Please click [here](#) to read more about the history of Christian Academy School System.

### G.1.2 Statement of Faith

WE BELIEVE<sup>1</sup>:

- The Bible is the only inspired, inerrant Word of God that is sufficient, necessary, authoritative, and clear.<sup>2</sup>
- In one God, eternally existent in three persons: Father, Son, and Holy Spirit.<sup>3</sup>
- God, in His sovereignty, offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ.<sup>4</sup>
- Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God, and will return in victory to rule forever.<sup>5</sup>
- The Holy Spirit convicts of sin, regenerates to new life, indwells every Christian, helps in weakness and intercedes on behalf of believers and churches in prayer, and empowers believers to live a fruitful Christian life.<sup>6</sup>
- All people are created in God's image and being descended from Adam inherited a sinful nature and are totally unable to save themselves from the natural consequences of sin. Every human is a person deserving of compassion, love, kindness, respect, and dignity.<sup>7</sup>
- All people are saved and justified by faith in the shed blood of Jesus Christ and by accepting Him as Lord and Savior are born again by the Holy Spirit and become children of God. There is a spiritual unity of all believers in our Lord Jesus Christ.<sup>8</sup>

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind, is the sole and final source of all that we believe. For purposes of doctrine, practice, policy,

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<sup>1</sup> The scriptures listed are authoritative and representative but not exhaustive.

<sup>2</sup> Deut. 6:6-7; Ps. 119:1, 130; Mt. 4:4; Rom. 10:13-17; 2 Tim. 3:14-17; Titus 1:2; 2 Pet. 1:21

<sup>3</sup> Gen. 1:1-2; Deut. 6:4; Mt. 3:16-17; 28:19; Jn. 1:1

<sup>4</sup> Mk. 1:15; Rom. 1:16; Eph. 1:4-7

<sup>5</sup> Lk. 1:35; Lk. 24; Jn. 1:1-4, 14; Acts 1:9-11, 7:55-56; Rm. 3:22-26; 1 Cor. 15:20; 2 Cor. 5:21; Col. 1:15-20; Heb. 4:15, 9:26; 1 Jn. 3:5; Rev. 19:11-16; 21:1-8

<sup>6</sup> Jn. 3:6-7; 16:8; Rom. 8:16, 26-27

<sup>7</sup> Gen. 1:26-27; Mt. 5:44-45; Rom. 3:19-20; 3:23; Eph. 2:1-3; Col. 1:21

<sup>8</sup> Jn. 3:6-7; Acts 4:12; Rom. 3:26-28; 5:1; Eph. 4:3-6

and discipline, the Superintendent, subject to review by the Board of Directors as appropriate, is the school's final interpretive authority on the Bible's meaning and application.

### **G.1.3 Theological Statements**

We believe in order to preserve the function and integrity of the Christian Academy School System's and its member institutions' commitment to a traditional education in a Christ-centered environment, to act as a faithful and local component of the Body of Christ, and to provide Biblical instruction and modeling to the System's students, faculty, staff, families, and the community, it is imperative that all persons employed by Christian Academy School System in any capacity, (including volunteers or independent contractors that would be independently engaging with students) should abide by and agree to our Statement of Faith and to these Theological Statements and conduct themselves accordingly.

#### **Statement on Sanctity of Life**

We believe that all human life is sacred beginning at the moment of conception and ending at a person's natural death (Gen. 1:26-27). Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect volitional taking of any human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and humankind (Ps. 139).

#### **Statement on Unity and Diversity**

In Genesis 1:26-27, God created humanity in His own image and gave them dominion over the earth. As image-bearers, each individual's uniqueness and dignity creates a diverse community and a dynamic school.

Christian Academy opposes all forms of racism and prejudice that may cause anyone to feel undervalued and unworthy of human dignity. We pledge to intervene if we see moments in our classrooms, meetings, conferences, discussion boards, or students' work that may threaten and/or harm through stereotyping or silencing fellow image-bearers. Diversity in our student body, families, staff, and community builds a school environment where all are respected, valued, and appreciated.

The Christian Academy beliefs are based on Revelation 7:9 that we are one family in Christ enhanced by embracing the differences God has designed in all of his creation.

#### **Statement on Gender, Marriage, and Sexuality**

We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female (Gen. 1:26-27). These two distinct, complementary genders together reflect the image and nature of God. Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

We believe God has created the marriage covenant to be a life-long commitment between one man and one woman (Gen. 1:27; 2:24). We believe sexuality is a good gift of God, to be celebrated exclusively within the confines of the marriage covenant, agreeing that all other sexual expressions go against God's design (1 Cor. 6:18; Gal. 5:19).

### **G.1.4 Mission Statement and Vision**

#### **MISSION STATEMENT**

*The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. (Luke 2:52)*

As such, Christian Academy considers its employees to be ministers of Christ to the students and families they serve.

## **VISION**

*The vision of Christian Academy is to ignite and transform students to impact our communities through world-class, Christ-centered educational experiences.*

### **G.1.5 Philosophy**

The educational philosophy of the Christian Academy School System is based on a Biblical view of God, man, truth, and education. To read more about the philosophy and goals of Christian Academy School System, please click [here](#).

### **G.1.6 Biblical Worldview**

The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. To this end, students at every level are taught from a biblical worldview. A worldview is the framework from which each person views life. It represents their most fundamental beliefs and assumptions about the world in which they live.

As students develop a biblical worldview they will accept that scripture is the final authority concerning God's character, God's creation, God's truth, God's love and God's design. This biblical worldview is developed through the knowledge of Bible truths, application of scripture and the leading of the Holy Spirit. The goal of Christian Academy is to lead students to commit to biblical principles and truth as the structure for all that is taught: physically, mentally, socially, emotionally, and spiritually.

### **G.1.7 Accreditation**

All schools in the Christian Academy School System are accredited, certified or licensed by the following organizations:

#### Kentucky

- Association of Christian Schools International (PreK-12)
- Cognia (formerly AdvancED/Southern Association of Colleges and schools) (K-12)
- Kentucky Non-Public School Commission
- Commonwealth of Kentucky

#### Indiana

- Association of Christian Schools International (PreK-12)
- Cognia (formerly AdvancED/North Central Association) (K-12)
- State of Indiana

### **G.1.8 Board of Directors**

A Board of Directors governs Christian Academy. To read more about the role of the Board and to meet the members, please click [here](#).

## **G.2.0 GENERAL POLICIES AND PROCEDURES**

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*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

Colossians 3:17

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### **G.2.1 Admission**

Subject to the faith-based standards and beliefs stated in the Christian Academy policies and procedures, Christian Academy School System admits students of any race, gender, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality or ethnic origin in administration of its educational policies, admissions policies, tuition grant program, athletic and other school-administered programs.

Christian Academy was established on the biblical principle that God gives parents the primary responsibility for educating their children. The school enters into a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. Christian Academy's policy is to offer enrollment to students of Christian parents who desire a Bible-based education with academic excellence for their children. The Christian Academy staff partners with families who also teach their children what it means to live a Christian life regarding personal and family relationships. (See Section G.1.2 and G.1.3)

Notwithstanding anything else in this handbook, Christian Academy reserves the right to select students and families on the basis of academic performance, Christian commitment, lifestyle choices and personal qualifications including a willingness to cooperate with our administration and policies. Therefore, Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student on the basis of, but not necessarily limited to, the inability to support the moral principles of the school and/or the inability to live a life consistent with the Christian Academy statement of faith, mission, values, philosophies and goals, and any related policies and procedures. (See Section G.1.2 and G.1.3)

### **G.2.2 Fundraising**

The costs involved in operating Christian Academy School System significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. Christian Academy School System's ALL IN Campaign is designed to bridge the gap between tuition and operating costs by supporting the Annual Fund. This is achieved each year through voluntary tax-deductible gifts from parents, grandparents, staff, alumni and the community. Through these gifts, we are able to provide students with an academically advanced Christ-centered education.

The Christian Academy Gala is the main fundraising event for the school system and proceeds go to support the Annual Fund to benefit each campus. Everyone is invited to be part of this event. There are other campus specific fundraising events throughout the year led by the Development Office, the athletic departments, and the PTO for each campus. There are other opportunities to give back to the school through in-kind donations, volunteer opportunities, fundraising events or planned giving to assist in meeting needs in the future.

Approval from the Director of Development must be obtained for all school-related fundraising projects prior to any sales or activities being conducted. All fundraising inquiries should be directed to the Director of Philanthropy and Communication at (502) 244-3225.

### **G.2.3 Marketing, Public Relations, Branding and Logo Usage**

The Director of Philanthropy and Communication provides oversight to all Christian Academy School System branding, logo usage, marketing, communications and public relations efforts, and is the official media contact for Christian Academy. All media inquiries should be directed to the Director of Philanthropy and Communication at (502) 244-3225. In order to maintain consistency and to ensure the communication of accurate information, parents, students, faculty, staff and coaches are not authorized to issue press releases or otherwise communicate for or on behalf of the schools or any school program, team or group unless specifically authorized to do so by the Superintendent or Director of Philanthropy and Communication.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized Christian Academy personnel is granted by signing this handbook's agreement unless the Director of Philanthropy and Communication for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

Permission to use the Christian Academy School System logo, or any other logo associated with the school system for an individual campus, athletics, fine arts, Jr. Academy, or any other area must be obtained by submitting a request to [brand@caschools.us](mailto:brand@caschools.us).

Christian Academy encourages communication among its families. However, use of the Christian Academy of Louisville, Christian Academy of Indiana and Christian Academy School System name and logos without written permission is prohibited in the creation and promotion of new social media groups or websites (for example, creating a *Christian Academy of Louisville xxxx Facebook page*) as this implies approval and support of Christian Academy School System. Approval of spin off groups may be obtained through a written request to the Director of Philanthropy and Communication. Christian Academy School System reserves the right to require discontinuance of any network reflecting Christian Academy if, in the opinion of Christian Academy, the network is not consistent with the philosophy and standards of Christian Academy.

### **G.2.4 Safe School Commitment**

Christian Academy School System is committed to establishing and maintaining a safe learning environment for each of its campuses. Therefore, Christian Academy School System reserves the right to routinely inspect and specifically search school buildings, grounds, and lockers, as well as anything brought onto school property or school facilities in accordance with the laws of each state.

### **G.2.5 School Facilities Notices**

#### **Integrated Pest Management Program**

Christian Academy School System provides a safe and sanitary school environment. One way that is accomplished is through an Integrated Pest Management (IPM) program to prevent pest infestations. Inspections are conducted monthly. Should any remedial action be necessary, every effort is made to do so when students and staff are not present. Should that be unavoidable, 24-hour notice will be given prior to any IPM applications on school property and all appropriate precautions will be taken according to safety guidelines and standards. When requested, this information is available to all parents and school employees.

### **G.2.6 Security**

Christian Academy School System is fully committed to providing a safe and secure learning and working environment for all stakeholders, including students, employees, and visitors. Each school has fully developed and routinely practiced security protocols which have been reviewed and endorsed by local and state law enforcement agencies. See Section P.3.8 for security measures regarding visitors to campuses.



Access to school buildings will be denied during security drills. On some campuses, traffic will be stopped during drills until students have re-entered the building.

### **G.2.7 Traffic Safety**

It is imperative to comply with all signage and directions given by staff working traffic control on campus. In addition, all drivers should travel in a slow and controlled manner while on campus. Please observe speed limit signs, stop at all crosswalks, refrain from all forms of distracted driving, and be vigilant in watching for children. Do not pass school buses with stop signs extended. Do not park in fire lanes. Vehicles parked in fire lanes may be cited by LMPD/NAPD and/or the State Fire Marshal (or his designate). At the Kentucky campus, please observe the proper traffic pattern for the roundabout. At the Indiana campus, the road around the school is always one way. Do not turn left when coming in the North Entrance (Bell Lane). The safety of our students is paramount. Failure to comply with traffic safety procedures may result in the loss of the privilege of driving on campus.

All students are to be dropped off and picked up only at locations designated for each school level on each campus. Refer to the school-specific section of this handbook for details. Please observe all traffic and parking instructions and zones on campuses, and use marked crosswalks when crossing the flow of traffic. During carpool hours, cars should not be parked or abandoned in the drive lanes for any reason, especially at school entrances. For student safety, NO student should ever be dropped off or picked up outside of the designated carpool areas. Please follow the approved Christian Academy carpool procedures.

### **G.2.8 Website**

The official website of Christian Academy is located at <http://www.caschools.us>.

Permission to use a student's photo or image for publication, video and other marketing purposes by authorized Christian Academy personnel is granted by signing this handbook's agreement unless the Director of Philanthropy and Communication for Christian Academy School System is notified in writing that permission is denied by the student's parent or guardian.

### **G.2.9 Reporting and Investigating Suspected Child Abuse**

Christian Academy schools comply with all state laws and regulations in reporting and investigating cases of suspected abuse. Policy details are available to families upon request. Allow three business days for processing.

## **Section II**

### **P.1.0 INTRODUCTION TO CHRISTIAN ACADEMY OF INDIANA JUNIOR ACADEMY**

The Family Handbook has been prepared to help you understand the policies and procedures of Junior Academy. Please read each section carefully and refer to it for reference during the year.

To assure that Junior Academy achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions, Christian Academy of Indiana, Junior Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

#### **P.1.1 Welcome**

Welcome to Junior Academy, the Early Childhood Division of Christian Academy of Indiana. We're excited to have your child with us this year.

#### **P.1.2 Program Mission Philosophy Statement**

Junior Academy joins with the Christian family to provide for the individual needs of each child entrusted to our care. We strive to focus on the individual needs of each child in the light of God's Word. We desire for each child to learn about Jesus and how HE wants us to live.

The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. (Luke 2:52)

#### **Program Philosophy of Teaching and Learning:**

Junior Academy is a biblically-integrated preschool program defined by developmentally appropriate academic learning and purposeful play. Academic learning is supported by the biblically-integrated curriculum, resources, and centers to develop students socially, emotionally, and spiritually. The curriculum is based on the understanding that young children's play is their "work." Junior Academy trains children to develop through a balance of child-initiated and teacher-directed activities to help prepare the children for future academic growth and development.

#### **P.1.3 Curriculum**

Part Day and Full Day students cover the same curriculum. Teachers work diligently to build social skills and help children achieve emotional maturity equal to their age level.

We believe that young children learn best by doing. Our curriculum includes English Language Arts (ELA) and Math- "Learning Without Tears"; Social Emotional Learning- "Little Spot of Emotions"; and Phonemic Awareness- "Heggerty"; as well as biblically-based "Scripture Bites." The curriculum is based on the understanding that young children's play is their "work." Junior Academy trains children to develop through a balance of child-initiated and teacher-directed activities to help prepare the children for future academic growth and development. The Brigance Screening Tool is used twice a year to help assess children's growth and development.

#### **P.1.4 Licensing**

Christian Academy of Indiana Junior Academy is not required by the State of Indiana to hold Indiana licensure as part of a K-12 school. However, the school is committed to ongoing self-monitoring for compliance in all areas of Junior Academy operations. This occurs through Christian Academy School

System's Continuous School Improvement process (including Accreditation), internal monitoring, and systematic facilities maintenance. The Director regularly reviews state regulations for best practices.

## P.2.0 EXPECTED STUDENT OUTCOMES

### P.2.1 Expected Student Outcomes

We are committed to partnering with parents to prepare their children spiritually, social-emotionally, cognitively, and physically for kindergarten. **While we know each child is unique in their development and the rate at which they develop skills, our goal is to help them grow in the following ways:**

Our students will grow spiritually in wisdom and favor with God by:

- Understanding God loves them
- Demonstrates love for God and Others
- Understanding God created them unique
- Understanding praying is talking to God anywhere, anytime
- Being able to pray a simple prayer
- Displaying fruit of the spirit
- By being able to recite Bible Memory Verse
- Demonstrating a love for self
- Being able to retell a Bible Story

Our students will grow socially and emotionally in favor with God and men by:

- Being able to recognize emotions of self and others
- Being able to express and accurately respond to emotions of self and others
- Being able to share classroom toys and materials independently
- Being able to share and take turns
- Being able to say sorry and offer forgiveness
- Demonstrating basic manners
- By showing respect for authority and others
- Being able to co-regulate with adult support and in the process of learning how to self-regulate
- Being able to manage transitions and adapt to changes in schedules, routines, and situations independently
- Understanding how to be a friend and make friends
- Recognizing, navigating, and responding to own emotions and interactions with others with adult support when needed.
- Being able to independently initiate conflict resolution strategies with peers and seek adult support when necessary

Our students will grow physically in stature by:

- Demonstrating body and spatial awareness with the ability to control body
- Understanding personal space
- Being able to use the correct pencil grip
- Demonstrating proper use of scissors
- Being able to balance on one foot for ten seconds
- Being able to follow directions in using glue
- Being able to walk heel to toe
- Being able to catch a ball
- Demonstrating basic safety knowledge
- Being able to identify and describe the function of body parts
- Demonstrating coordination and balance in a variety of activities
- Being able to coordinate movements to perform complex tasks
- Being able to perform fine motor tasks that require small muscle strength and control
- Being able to copy complex lines, shapes, and some letters, particularly the letters in their name
- Being able to attend to personal body care practices with minimal adult assistance

Our students will grow cognitively in wisdom by:

- Being able to recognize and knows first and last name
- Being able to write the first name
- Being able to recognize shapes and colors
- Being able to identify most upper and some lower case letters
- Being able to recite the alphabet without singing
- Being able to identify numbers 1-10
- Knowing birthdate
- Being able to listen and follow multi-step directions
- Being able to use complex sentences
- Demonstrating basic knowledge of letter-sound correspondence
- Being able to make rhymes with simple words
- Being able to track words in a book from left to right, from top to bottom, and page to page with adult support
- Being able to use writing tools
- Being able to count to 20+
- Being able to apply one-to-one correspondence
- Being able to use position terms above, below, beside, and between
- Being able to understand God created the earth
- Being able to describe how weather changes
- Being able to explain basic things plants and animals need to live and grow

Academic goals are based on age and vary for each classroom.

***\* We reserve the right to observe and/or evaluate each child periodically as scheduled or needed.***

### P.3.0 HOURS AND ATTENDANCE

#### P.3.1 Hours of Operation

Part Day Jr. Academy:

8:00 AM – 12:00 PM

PD3 & PD4

Monday – Friday

Full Day Jr. Academy:

7:00 AM – 4:00 PM; After-school Care 4:00 PM – 6:00 PM (*See P.3.3 After-school Care Program*)

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*Instructional time for all programs is 8:00 AM – 12:00 PM.*

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**All** Jr. Academy programs will be closed in observance of the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving (Wednesday, Thursday, and Friday)

If the holiday falls on a Saturday, it will be observed on Friday. If it falls on a Sunday, it will be observed on Monday.

Teacher in-service dates, conference day, recess days, and holidays are scheduled yearly. **Please refer to the Junior Academy school calendar.**

#### P.3.2 School Breaks

Junior Academy follows the Christian Academy JA-12 calendar and is closed for Fall, Christmas, and Spring Breaks.

#### P.3.3 After-School Care Program

The After-school Care Program is offered for Junior Academy students who need care between the hours of 4 PM - 6 PM. There is a separate fee for After-school Care that can be found on the Junior Academy tuition and fee schedule posted on the website. Registration for the After-school Care program opens in the spring when parents must commit to use this service for an entire semester. The After-school Care program is not intended for drop-in or occasional use.

#### P.3.4 After Hours

Junior Academy plans staffing according to the students enrolled in each program. Please promptly pick up your child at the end of the program in which your child is enrolled. If you are late to pick up your child, there will be a late charge of **\$2.00 per minute per child** billed through FACTS Tuition Management. If you know you are going to be late for pick up, please call the Junior Academy office immediately to inform the staff of your late arrival (944-6200).

Please promptly pick up your child at the following times:

12:00 PM for Part Day students

4:00 PM for Full Day students

6:00 PM for Full Day students enrolled in the After-school Care Program

### **P.3.5 Attendance**

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardiness will be a hindrance to your child, other students and the teacher. Absences and tardiness may impact your child's kindergarten readiness. If your child is sick, or will be absent, please mark sick day or home day in Lillio by 8:00 AM. Please message your classroom teacher if your child will be late.

### **P.3.6 Enrollment**

We operate on a first come first served basis. Others may be placed on a waiting list. All children must register properly before admission.

It is imperative that all children attending preschool be in compliance with current statutes and regulations regarding immunizations, physicals, and birth certificates. Registration includes an up-to-date Immunization Certificate, copy of Birth Certificate, Enrollment Contract, Application, and Policy Approval Form (See policies in sections G.1.2 and G.1.3).

For enrollment questions, please contact the Admissions office at (502) 400-5420.

### **P.3.7 Arrival and Dismissal**

#### Part and Full Day Junior Academy Sign-In/Sign-Out

Please park in the lot in front of the building and cross the driveway at the crosswalk. Sign your child in and out through the Lillio App. During elementary car-rider line times (7:25 a.m. – 8:00 a.m. and 2:30 p.m. – 3:15 p.m.) drop off and pick up your child inside the elementary library. At all other times, drop off and pick up your child outside of the elementary library doors.

Be sure to provide instructions if someone different will be signing your student out. Visitors must sign in and out at the front desk before they can be released to go to the classroom. Only those people whose names appear on the registration form or authorization of pick up form may be allowed to remove your child from the school. All individuals **must be 18 or older** in order to sign a child out of the school. You must have your child's ID card with you at pick up. We ask for a photo ID until the faces become familiar or in the case of a new individual picking up your child. **If there is a problem regarding custody, we must have a court statement regarding the custody agreement.**

If an authorized person who is intoxicated or impaired insists on removing a child(ren) from the school, the school will immediately report the incident to the local police agency.

### **P.3.8 Visitors**

Visitors must park and enter through the clearly-designated Elementary entrance of the school. All other doors are locked and no admittance will be allowed. Please do not buzz or knock for entrance at other doors.

All visitors attempting to gain access to the building for the first time must present valid government-issued identification. This includes a driver's license, a state ID card, US Passport, US Military ID or a permanent resident card. Visitors refusing to produce such ID will be asked to leave the campus, as their identity cannot be verified.

Qualified visitors will receive an ID badge that they must wear while on campus. They must also sign out, return the badge, and leave campus through the designated entry door.

In order not to disturb classroom instruction, all parents and visitors must also check in with the school reception before proceeding to a classroom.

**\*Visitors must sign up through a Google form before the event for all special events during school hours (i.e., Fall Fest, Grandparents Day, Muffins in the Morning, CAI-A-Thon, etc.). This form will be sent through email and Junior Academy newsletters. Your ID should be presented and verified prior to the event.**

### **P.3.9 Inclement Weather Policy**

Closings and delays of Junior Academy (PreK) – 12 schools will be announced via the following media:

#### **1<sup>st</sup> Christian Academy Emergency Alert System**

All students and parents/guardians are automatically registered for this service at the time of enrollment. All parents and guardians should keep their email address and cell/home phone numbers current in FACTS Family Portal. More information about accessing and using FACTS Family Portal can be found here: <http://caschools.us/renweb>. More information about our emergency alert system can be found here: <http://caschools.us/school-closing-procedures>.

#### **2<sup>nd</sup> Christian Academy website [www.caschools.us](http://www.caschools.us)**

In addition, you may watch for closing information under the name of Christian Academy of Indiana on the following local media stations: WAVE 3, WDRB 41, WHAS 11, and WLKY 32. However, the most reliable information will come from the Christian Academy Emergency Alert System.

Parents always have the option of keeping students home if they consider the roads or conditions hazardous. Students who do not attend school will be considered absent.

### **Closings/Delays**

A delayed start-of-school announcement will be made via the Christian Academy Emergency Alert System.

Junior Academy Part Day Classes:

- Closed when the rest of the school is closed.
- Two-hour delay - part day classes will begin at 10:00 AM and dismiss at 12:00 PM. (NO LUNCH WILL BE PROVIDED)

Junior Academy Full Day Classes:

- Closed when the rest of the school is closed.
- Two-hour delay – Full Day classes instructional time will begin at 10:00 AM. Junior Academy before-care will be available at 9:00 AM.

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*Jr. Academy will be closed when the rest of school is closed.*

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*When school is on a two-hour delay, Jr. Academy will open at 9:00 a.m.*

*Children will not be accepted before 9:00 a.m.*

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## **P.4.0 HEALTH AND SAFETY**

### **P.4.1 Health Policy**

Junior Academy has established the following regulations regarding children who are ill or become ill while in attendance:

1. A child must be free of any of the symptoms below for **24 hours** before returning to school. Children who develop any of these symptoms while at school will be sent home.
  - Vomiting
  - Diarrhea (more than one watery stool in the 24 hours)
  - Fever of 100.4 or above
  - 24 hours on antibiotics after diagnosis of Strep throat
  - Uncontrolled Croup or Asthma
  - Potentially infectious eye irritation
  - Any new skin infection and/or unidentified rash
  - Lice (head or body)
  - Symptoms of Contagious childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, Whooping Cough, Meningitis, Fifth's Disease, Impetigo, and Hand, Foot & Mouth Disease, etc.
2. Students must be fever free (less than 100.4, unmedicated) for **24 hours** before returning to school. Unmedicated means that no fever reducing medications such as acetaminophen (Tylenol) or ibuprofen (Motrin, Advil) have been given to the child.
3. If a student becomes ill while in attendance at school:
  - He or she will be isolated from the other children.
  - A parent or designated contact person will be notified and required to pick up the child within an hour of notification.
  - Parent or designated contact person will be asked to sign the **Permission to Return to School Form**.
4. If a student should become injured while at school, only minor first aid will be given. Parents will be notified of all significant accidents or injuries.
5. If a student requires medication, please administer the dosage prior to the start of the school day. If a prescribed medication requires a dosage during the school day, please notify the Junior Academy office and complete a Medication Release form. All medications will be kept in the Health Room.
  - Emergency medications (ie Epi-pens and/or inhalers) for life-threatening conditions will be kept in the classroom's Emergency Backpacks and will accompany the class at all times.
  - Sunscreen for spring and summer months – Apply sunscreen in the morning before coming to school. Provide a labeled sunscreen for Junior Academy staff to reapply in the afternoon. (Sunscreen will not be shared between students so it is VERY important to send sunscreen for your child.)
  - Lip balm and AD Ointment or Aquaphor should also be sent in labeled with the child's name.
  - Students diagnosed with strep throat or pink eye must be on antibiotics for 24 hours before returning to school.

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**CDC Recommendation** *copied from CDC.gov*

Guidance for School Administrators to Help Reduce the Spread of Seasonal Influenza in K-12 Schools:

*Encourage students and staff to stay home when sick through education and policy. Teach students, parents, and staff the importance of staying home when sick until at least 24 hours after they no longer have a fever (100.4 degrees Fahrenheit or 37.8 degrees Celsius, measured by mouth) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine.*

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**P.4.2 Communicable Diseases**

Children are not allowed to attend school when they show signs of a communicable disease. Parents are required to notify the Junior Academy Director if your child has been exposed to any communicable disease, or if they have been diagnosed as having one. The school will notify parents of children who have been exposed to certain contagious diseases.

PLEASE REPORT ANY CONTAGIOUS DISEASES IMMEDIATELY TO THE JUNIOR ACADEMY DIRECTOR WITH A DOCTOR'S NOTE so the families of any children exposed at school can be notified.

**P.4.3 Safety Drills**

Emergency drills will be conducted on a regular basis. This is done for the safety of your child. It is good to practice fire safety at home to help your child realize the importance of drills.

## P.5.0 DISCIPLINE

### P.5.1 Guidance and Discipline Policy

During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to the behavioral expectations of society. Our calling from God in Junior Academy is to teach children in our classroom how to identify and navigate these strong emotions appropriately. Early educational staff who work with young children expect to be met with challenging behavior from time to time. Emotions are not right or wrong, but God-given feelings to help us navigate our own experiences and relationships with others. As Christian educators, we get to teach our children how to respond to their emotions in a God-honoring way.

We define challenging behaviors as any behavior that

- Interferes with children's learning, development, and success at play
- Is harmful to themselves, other children, or staff.
- Puts a child at high risk for later social problems or school failure

Challenging behaviors can be direct such as; hitting, biting, pushing, kicking, etc., or indirect, such as teasing, excluding others, name-calling, destroying classroom objects, having temper tantrums, etc.

In Junior Academy, we see working with children's challenging behavior as an integral aspect of our job. The word discipline has, as its root meaning, "instruction" or "training." "Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6 Training, rather than punishment, is the foundation for our approach to guiding children's behavior. We accept that young children sometimes display big emotions to achieve their goals in unproductive or immature ways. Behavioral problem-solving, especially in a group setting, is a highly valuable learning opportunity for preschool children. As we walk a child through their big emotions and feelings, we can display and imitate God's love, forgiveness, and grace. Challenging behavioral moments allow us to help the child own the problem their big emotions caused and to fix that problem. It allows us to share with them how we can show love to God and others.

36 "Teacher, which is the greatest commandment in the Law?" 37 Jesus replied: "'Love the Lord your God with all your heart and with all your soul and with all your mind.'" 38 This is the first and greatest commandment. 39 And the second is like it: 'Love your neighbor as yourself. Mathew 22:36-39

Our approaches to challenging behaviors:

- **We will model positive behavior.** We show that we can accept, control, and express feelings in direct and non-aggressive ways; we let children know that we are not afraid of their intense emotions and will not threaten or withdraw from them. This is our opportunity to show Jesus to the child and the other children watching. We will express calmly, "I understand you are frustrated; let's take a moment to calm our body." We will help the child navigate to a calm down area of the room and allow them a moment to take a deep breath and de-escalate with calm down tools.
- **We will design the physical environment to minimize conflict.** We will provide both active and quiet play and strive to maintain an appropriately calm stimulation level. We will give multiples of toys to groups of children (i.e., more than one baby doll, train, car)
- **We will maintain age-appropriate expectations for children's behavior.** We will attempt to minimize unreasonable waiting and transition times and limit the length of a large group and teacher-directed activity time according to children's developmental levels.

#### **Circle Time and Activity Center Times:**

Three Year Olds - Five to Eight Minutes

Four Year Olds - Five to Ten Minutes

Five Year Olds - Eight to Twelve Minutes

- **We will have simple rules or expectations for the classroom.**

Our rule is consistent with Matthew 22:36-39, "Love God and Love People." If children in our classroom follow the two greatest commandments, they will obey all classroom rules. We will use these two commandments to help children display love for God and others using a red and green choice method. They will learn when we show love to God and people; we make good choices. These good choices are visually shown as green choices, ones we want to continue to make. When they are not making good choices by not showing love to God and people, they are making red choices, and they need to stop and fix the problem their red choice is making.

- **Our staff will closely observe and supervise children's activities and interactions.** We will maintain the Indiana state guidelines for ratios at all times.

Three-Year-Olds - 10 children to 1 adult

Four-Year-Olds - 12 children to 1 adult

Five-Year-Olds - 15 children to 1 adult

Maintaining ratios at all times will allow staff to be attentive and observe children's behaviors. We can often intervene to guide children before situations escalate.

- **We will help children verbalize their feelings, frustrations, and concerns.**

We will help children identify and describe their feelings and problems and generate positive solutions and logical consequences for their actions. It is our responsibility to assist and teach a child problem-solving. We want children to value cooperation and teamwork. We want to help children learn peaceful, productive approaches to interacting.

We will not take away gross motor play from any children. Preschool children need movement. Taking away movement is not a logical consequence of an emotion or action displayed in a preschool classroom.

- **Children whose behavior endangers others will be temporarily supervised away from other children.** This is not the same as the practice of using "a time-out" (traditional child in a chair in a corner) for a child. An adult will assist the child in moving away from a group situation to a calm down area. Each child is different; one may need assistance calming down by helping with deep breathing, calming down tools, giving deep pressure hugs, giving the child something to rock in, etc., while another child may need space to self-regulate. An adult will ALWAYS stay close to any emotionally out-of-control child who needs private time to regain composure. Once the child has de-escalated, the adult will help the child process the situation verbally.
- **Discipline (training and teaching) will always be positive, productive, and immediate when behavior is inappropriate.** No child will be humiliated, shamed, frightened, coerced, or subjected to physical punishment or verbal or physical abuse by any staff member or volunteer. We will not deny food (breakfast, snack, lunch, or a special treat). We will use logical age appropriate consequences for the child's behavior.
- **We will build relationships with all of our students.** God uniquely creates each child. His fingerprints are all over each child. "We are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago." Ephesians 2:10 We will love each child unconditionally. We will exhibit and model the same love God has for us to our children. We must mirror Jesus to our children daily through love, forgiveness, and grace.
- **The director, director's assistant, and supervisor will support the classrooms** by reviewing behavior notes and assisting in the classroom. When behaviors persist, the director will observe the child and make recommendations to the teacher.
- **When a pattern of behavior persists that endangers self, others, or property or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusions from the program. A**

positive relationship must be maintained between parents and the school at all times. Behavior notes will be sent to the director prior to sending to parents. After multiple behavior notes have been sent home, the teacher will contact the parents by phone to find out what works at home when those behaviors are displayed. If behaviors continue after the phone call, the director, teacher, assistant, the director's assistant, and the JA supervisor will meet to discuss a behavior plan for the child. Once the behavior plan is created, the teacher and director will meet with the parents. It is imperative that the family and school work together to follow and maintain the behavior plan.

- **Exclusion will always be a last resort after all other possible interventions have been exhausted, and there is agreement that a different setting is in the child's best interest.** In that circumstance, the program will assist the family in accessing services and alternative placement. Our actions will always comply with Federal and state civil rights laws and the American Disabilities Act.

### Biting Policy

When a child bites, he/she is immediately removed from the situation and placed in the school office. As a consequence, the child will remain in the school office for a minimum of 1 minute per year of the child's age. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office.

When a major offense (bites that break the skin or repeated biting) occurs, the child will be sent home. A third biting incident will require a parent conference to discuss further action. Continued offenses may lead to suspension or removal from the program.

When a child has been bitten, the wound will be cleaned with soap and water and any other necessary first aid will be applied. Parents will be notified of the incident and asked to sign an incident report, which will be kept on file in the school office.

### **P.5.2 Child Abuse and Neglect**

Junior Academy maintains an affirmative policy to protect children from abuse and neglect. All suspected cases of abuse or neglect will be reported to CPS (Child Protective Services). The Child Protection Hotline is 1-800-800-5556.

## **P.6.0 SCHEDULES**

### **P.6.1 Meals**

The school will provide an early morning snack to all students. A healthy lunch may be brought from home or parents/guardians may purchase meals from the cafeteria. School lunches are not included in tuition. School lunches are not available during the K-12 remote learning day. An afternoon snack is also provided for Full Day students following nap time. If food allergies are a concern, please note concerns on the Health Profile Form in FACTS Family Portal and contact the teacher.

Staff will not offer children under four years of age foods that are associated with young children's choking incidents (round, hard, or small). In addition to food monitoring, children will always be seated when eating to reduce choking hazards. They will sit at the appropriate child-size table. Staff will ensure each child has the correct size chair (feet able to touch the floor with the backs against the chair). Children will be supervised while eating, to monitor the size of food and that they are eating appropriately (for example, not stuffing their mouths full).

### **P.6.2 Rest Time**

Full Day three and four-year-old students rest each day from 12:30 – 2:30 PM. **Parents are asked not to bring children in or pick them up during this time if possible.** Students are asked to rest quietly on their mats without disturbing classmates who may or may not be sleeping. If a child has not fallen asleep after thirty minutes, he/she will be given a book or quiet toys. A cot is provided but parents will need to supply a nap mat. These items will be sent home on Fridays to be laundered and returned on Monday. Students may bring a special stuffed animal to help them sleep.

### **P.6.3 Pledges**

Our school day begins with the daily scripture, the National Anthem followed by the recitation of the pledges below:

#### **AMERICAN FLAG**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.

#### **CHRISTIAN FLAG**

I pledge allegiance to the Christian flag  
and to the Savior  
for whose kingdom it stands,  
one brotherhood uniting all Christians  
in service and in love.

#### **BIBLE**

I pledge allegiance to the Bible,  
God's Holy Word,  
a lamp unto my feet, a light unto my path.  
Its words will I hide in my heart  
that I might not sin against God.

### **P.6.4 Chapel**

Chapel services are held on Wednesday mornings at 10 AM. This is a great time of singing and hearing a Bible story or object lesson. Parents are welcome and encouraged to attend chapel.

## P.7.0 MISCELLANEOUS

### P.7.1 Clothing Guidelines

Children should be dressed in play clothes with simple fasteners allowing them to be independent in caring for personal needs. Please follow these guidelines:

1. No belts, buttons, snaps, shoulder straps or suspenders.
2. **Footwear: Closed-toe, closed-heel-styled shoes, standard athletic shoes or indoor boots with rubber soles (NO HEELS) should be worn.** Velcro fasteners are preferred.
3. Long pants are best in cold weather.
4. **All students must be toilet independent and able to attend to toileting needs.** Pull-up diapers are not permitted.
5. A change of clothes, both summer and winter, including socks and underwear, needs to be sent to school in a zip-lock bag. Please label each item with your child's name. Keep the change of clothes in your child's backpack.
6. For modesty purposes, girls are required to wear shorts under their dresses and skirts.
7. Clothing should be childlike and not include scary/grown-up themed attire.

### P.7.2 Personal Items

Parents are asked not to permit a child to bring candy, gum and/or other toys or personal items. Students may bring a stuffed animal for nap time.

#### **Electronic Devices: Readers, iPads, Smart Watches, Cell Phones, etc.**

Electronic games, readers, music devices, or smart watches are not permitted, unless they are supplied by the school. For the security of all students, these devices will not be allowed in classrooms. If a child does bring one of these devices to school, the classroom teacher will collect it and bring it to the JA office to be returned to the parent.

### P.7.3 Parties

Due to food allergies, please check with your child's teacher before sending in any food item.

**Birthdays:** A simple **purchased** treat may be brought for snack time to celebrate your child's birthday (preferably individually wrapped cookies, fruit, cheese, etc.). Please advise your child's teacher when you plan to do this. If a drink is provided, please make it a box drink. A goodie bag may be supplied, but it is entirely up to the parent. Candles and balloons are not permitted.

\*Any outside party invitations distributed at school must include each student in the class.

**Classroom Parties:** Classes hold parties at Christmas, Valentines, and Resurrection. The room parent is to meet with the teacher to discuss her wishes pertaining to all classroom parties.

\*Christian Academy does not celebrate Halloween; therefore, no treats are allowed in the classrooms that pertain to this holiday. Please do not send your child dressed in outfits containing witches or ghosts.

**Reminder:** Christian Academy focuses on the biblical meanings of Christmas and Easter. Therefore, we ask that classroom parties not include Santa or the Easter Bunny.

**Due to classroom capacity and space, younger siblings cannot attend classroom parties.**

### P.7.4 Pictures

Every child has a school picture taken during the first part of the year. Notifications will be given a couple of weeks in advance of the picture date.

### **P.7.5 Parent-Teacher Conferences**

Parent-Teacher conferences are held in the fall and winter for JA students. On occasion, the teachers may contact parents to share important information. Other conferences may be scheduled if needed.

### **P.7.6 Parent Involvement**

Parents are an essential part in helping to make classroom parties and special events run smoothly. Sign-up sheets will be passed out at Meet and Greet for those who are interested.

### **P.7.7 Problem Resolution**

Christian Academy encourages families to create a partnership with teachers and school staff focused on the development of their child. Open and frequent communication between teachers and parents benefits the students. Parents are asked to communicate directly with their child's teacher about any questions or concerns regarding their child's performance, school programs, class activities, etc. The Christian Academy staff is committed to assist parents in answering their questions or resolving their concerns.

If parents have difficulty in reaching resolution of an issue with their child's teacher/person of concern or if they reach an impasse over an issue, it is recommended that they use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in **MATTHEW 18:15-17**. It is the hope of Christian Academy that everyone works well together, communicates honestly with each other and maintains a mutual respect that will allow everyone to be examples of integrity.

If parents are concerned about a specific issue and they believe it needs to be resolved, they may use the following guidelines.

1. Notify the teacher and/or person of concern and meet to try to resolve the issue.
2. If after repeated meetings between these parties, the issue is not resolved, the parents may request a meeting with both the teacher and principal to discuss the issue. At this level the parents' concerns should be documented, with a clear explanation of the problem and the recommended resolution and submitted in advance to the principal.
3. If after this meeting the issue is still not resolved, the parents may request a joint meeting with the teacher, principal and/or Head of School.
4. If the parents can show that the school staff has violated a biblical principle or established policy, or failed to follow established procedures in managing this matter, they may appeal to the Board of Directors in writing.

The intent of this policy is to enhance relationships between parents and staff for the benefit of students. Please note, however, that any potential or suspected harm to a student or illegal activity will be reported to authorities (See Section p.5.2).

### **P.7.8 Facebook**

Each year CAI Junior Academy starts a new Facebook account where teachers post pictures of class activities and reminders. **ONLY families of current students are accepted in this account.** Parents may request to join, and the Administrator will accept them if they qualify. This account is meant for parents to get a peek into what we do every day and is not a location for voicing frustrations, concerns, posting invitations, or pictures of outside events. Please seek the Biblical model of resolving conflict as stated in Matthew 18.



## **P.8.0 TUITION AND FEES**

### **P.8.1 Registration Fee**

#### **NEW STUDENTS:**

**Application Fee** – A fee of \$100 per Junior Academy student must accompany each application. The application fee is non-refundable.

#### **RETURNING STUDENTS:**

**Continuous Enrollment**-A non-refundable fee of \$100 per Junior Academy student is paid in conjunction with the online continuous enrollment process through FACTS.

### **P.8.2 Tuition Policy**

Tuition and other fees are necessary in order for Christian Academy to fulfill its mission. Families are asked to meet financial obligations in accordance with the standards of biblical stewardship.

Christian Academy Schools observe the following tuition policy for families with students in Junior Academy through Grade 12:

- The application fee which covers processing is non-refundable.
- The continuous enrollment fee is non-refundable unless for any reason Christian Academy does not re-admit the student. If parents withdraw their student's enrollment for any reason, the fee is non-refundable.
- **Please review the policies regarding withdrawals on the applicable Schedule of Tuition and Fees.** The schedule is posted on the Admissions page of the website at [www.caschools.us](http://www.caschools.us).
- Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met.
- Tuition that becomes past due will subject a student to being withheld from attending school until such amounts due to Christian Academy are made current (see Schedule of Tuition and Fees).
- Tuition does not include lunches. Students may bring a healthy lunch or purchase lunches from the lunchroom. Each student is issued a lunch number and parents may add money to their lunch account via a check at the front desk or online through MyPaymentPlus.com.
- All tuition payments are collected by FACTS Tuition Management (FACTS Tuition).

### **P.8.3 Tuition Assistance**

The goal of the Tuition Assistance Program is to provide financial assistance to help Junior Academy – 12<sup>th</sup> grade families with tuition payments. The assistance, intended as a supplement to a family's resources, is not restricted to only families whose ability to pay tuition is limited; it is also available to those families who may only need small awards or who have multiple children.

Each award is made for one year only. Families must apply each year because eligibility may change. Awards are based on the availability of tuition assistance funds.

Applications for tuition assistance are accepted beginning in January of the school year preceding the award. For additional information regarding tuition assistance, please see the website, [www.caschools.us](http://www.caschools.us).

### **P.8.4 Additional Fees**

- **Missed Payment Fees** – Missed payment fees are assessed by FACTS Tuition if payment is not received as scheduled.

- **After-hour Fee** – An after-hour fee of \$2.00 per minute per student will be charged beginning at 12:20 PM for Part Day Students, 4:01 PM for Full Day Students, and 6:01 PM for students enrolled in the After-school Care Program.
- **Returned Check Fee** – A \$25 returned check fee will be charged on all returned checks.
- **Miscellaneous Expenses** – During the course of the school year, other expenses may be incurred for various services or activities. Notice of at least two weeks will be given before such a fee is due, and participation in the activity is typically optional.

#### **P.8.5 Summer Session**

Full Day Families may opt to register to attend during the summer months. Registration for this program will occur in early spring. Summer session hours are 7:00 AM – 4:00 PM.

An activity fee will be assessed at the beginning of each Summer Session.

#### **P.8.6 Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. Records will not be released until all debts are paid.

Please contact the Business Office with any financial questions at 502-244-3225.

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