



Welcome to the 2025-2026 school year! I hope you continue to have a restful and fun summer as we look to the beginning of the school year. I am looking forward to being with your students at Graceland Church this fall semester.

I want to introduce myself to those of you that I have not had the pleasure of meeting. This is my twenty-fourth year with Christian Academy School System. I have served in various roles including kindergarten teacher, elementary assistant principal, elementary/middle school principal and in Admissions. I have served at both our Indiana Campus and our former Southwest Campus. I have two children that are alumni of CAI. (And, I have six grandchildren that are so much fun!) I will be on the Graceland Church Campus on Tuesdays, Wednesdays and Thursdays. Taylor Jarman, our new CAI Middle School Principal, and Patty Lindley, CAI Middle School Assistant Principal, will be at Graceland Church on Mondays and Fridays. I look forward to seeing you all at our Back-to-School Orientation!

You will receive lunch information within a week.

In His Service,

Monica Allison

Principal

Christian Academy School System

Christian Academy of Indiana 5th Grade

mallison@caschools.us



Christian Academy of Indiana - Back to School 2025-2026

Back-to-School Activities/Orientations

Fifth and Sixth Grade - Jumping Into Middle School - July 24, from 10 a.m.-12 noon at ***Xtremenasium Trampoline Park*** 700 E Lewis and Clark Pkwy, Clarksville, IN 47129

Fifth Grade Orientation - Tuesday, August 5, 4-5:30 p.m. at Graceland Church in the Axis
You will be able to meet teachers and see the areas that we will be using at Graceland Church. Please bring a signed hard copy of the School Policy Commitment Form (Handbook Form) with you and make sure all online documents in FACTS have been updated prior to orientation.

Please promptly complete and electronically submit the required forms in FACTS Family Portal by July 23. In FACTS Family Portal, click School, click Web Forms. Know that your child will not receive a Chromebook and may not be able to start school without the proper documentation on file.

Required Documents

- **2025-26 Student Medical Info (K-12)** {FACTS Family Portal} Complete the form, click "Save," and look for the words, "Web Form Saved" to verify the information has been saved.
- **2025-26 Custodial Parent Demographic** {FACTS Family Portal} Complete the form, click "Save," and look for the words, "Web Form Saved" to verify the information has been saved. Please make sure your church information is up to date as well.
- **2025-26 Student Demographic** {FACTS Family Portal} Complete the form, click "Save," and look for the words, "Web Form Saved" to verify the information has been saved. Please make sure your child's church information is up to date as well.
- **2025-26 CAI School Age Care** (SAC-even if use is seldom/never) {FACTS Family Portal} Complete the form, click "Save," and look for the words, "Web Form Saved" to verify the information has been saved.
- **2025-26 Technology Agreement** {FACTS Family Portal} Complete the form, click "Save," and look for the words, "Web Form Saved" to verify the information has been saved.
- **CHIRP** (*New Students Only*) - Print a hard copy and bring it to the Back-to-School Orientation.
- **School Policy Commitment Form** (Handbook Form) - Located on the last page of the 2025-2026 Handbook in FACTS Family Portal under Resource Documents. **Print a hard copy, sign and bring it to the Back-to-School Orientation.**
- **2025-26 CAI 5th Grade Bus Registration** {FACTS Family Portal} Complete the form, click "Save," and look for the words, "Web Form Saved" to verify the information has been saved.
- ****Please bring in a hard copy of your child's current Immunization Certificate at the Back-to-School Orientation if you do not already have one on file.**

Optional Documents

- **2025-26 CAI Piano Registration** {FACTS Family Portal}
- **2025-26 Grandparent Information** {FACTS Family Portal}
- **2025-26 CAI (Fall, Winter, Spring) Sports Registration** {FACTS Family Portal}

Daily Information

Traffic Flow - All traffic flows one-way, counterclockwise around the property. The speed limit on school property is 15 mph; please abide by this to help keep everyone safe.

General Information

- We have two entrances, one off Grant Line Road and the new entrance is located off Bell Lane. Bell Lane is off Mount Tabor Road.
- Traffic is still one way around campus.
- Vehicles can never turn left onto campus from the new road. This includes morning, afternoon and evening activities.
- Ring Road, the driveway/road that goes around the whole campus, always has the right of way.
- The speed limit on the new road is 15 mph.

Morning Drop Off

- Families may enter campus using either entrance. Please remember that Ring Road has the right of way if coming in on the new road.
- Families may exit campus using either exit.
- **5th grade students can be dropped off at the CAI Elementary or HS/MS drop off area. Students are to proceed to the auditorium where they will be supervised by a teacher until they board the buses for Graceland Church at 7:55 a.m. The buses will leave CAI promptly at 8 a.m. If your child misses the bus at CAI, you must bring them to Graceland Church. Our day will begin at 8:15 a.m.**

Afternoon Pick Up

- Elementary families **MUST** use the new road.
 - There will be no access to the elementary driveline if you enter the “old” entrance on Grant Line Road. You will have to exit the campus via the new road and turn around.
- The new road will serve as the queue for elementary pick up.
- Families can exit either direction.
 - Be mindful that the route from elementary pick up to the Commons parking lot will typically get blocked around 2:55 p.m.
- HS/MS families are encouraged to use the “old” entrance, but they may use either entrance.
 - Please know that the new road will be blocked until about 3 p.m. each day. You will need to go all the way around campus and get into the HS/MS line.
 - You may use either exit.

Pickup - Students are to be picked up by 3:30 p.m. unless under the supervision of a teacher or coach.

Christian Academy of Indiana

Student Dress Code

Purpose

The Christian Academy uniform policy is intended to build consistency across our schools, provide enhanced security and support student success by limiting distractions. The uniform is our first impression to others and should reflect the respect and honor of being part of the Christian Academy family. In partnership with parents, Christian Academy establishes these standards to ensure students understand their responsibilities and encourage respect for guidelines.

General Guidelines

- All clothing must be modest and unrevealing in cut, fit and texture.
- Students must be in compliance with the uniform policy prior to entering school and continue until the end of the school day.
- The policy is for all school days with exceptions previously approved by the school administration. (i.e. jeans day, spirit week, special events)
- The administration reserves the right to interpret when clothing or appearance is in violation of the code and address the student as needed.
- At all times and functions, clothing should be modest, appropriate and within the guidelines and purpose of the Christian Academy Uniform Policy.

Polo Shirts

Students must wear a polo at all times including under sweaters, sweatshirts, hoodies or ¼ zips with the exception of spirit or jeans days.

- Must be a traditional polo (long or short sleeve).
- Must be a solid white, navy or red (KY) or gold (IN).
- Must have the school script (Christian Academy) or logo (cross or mascot) on the left chest and no other branding (Nike, Adidas, etc).
- Must have a collar and buttons.
- May be tucked or untucked.

Pants and Shorts

- Khaki or navy chino-style pants without holes, rips or frays.
- Khaki or navy chino-style shorts (maximum 3" from the knee).
- Belts are optional unless needed for modesty.

Skirts

- Khaki, navy (may be purchased anywhere) or "Christian Academy blue plaid" (purchased from our uniform providers) skirts/skorts.
- Length must touch the top of the knee in the front and back when standing straight. Leggings may be worn under skirts.
- Leggings (solid black or navy and to the ankle) or shorts are required under the skirt.

Dresses **Elementary Only**

- "Christian Academy blue plaid" jumper or navy logoed jumper purchased from Shaheen's

Sweaters, Sweatshirts, Vests, ¼ Zips

- Students may wear a navy Christian Academy logoed sweater, vest or cardigan with no other branding.
- Students may wear a Christian Academy logoed sweatshirt (crewneck or hoodie) or ¼ zip purchased through the school store or with a Christian Academy spirit pack. (athletics, band, choir, class, etc.)

Christian Academy of Indiana

Student Dress Code (Continued)

Chapel

Beginning in 2025-2026, chapel wear is optional on chapel days. Students may wear either the regular uniform or chapel uniform.

● **Boys**

- Navy or khaki uniform pants.
- White or light blue dress shirt that is tucked in.
- Appropriate and traditional neck or bow tie.
- Optional: Christian Academy logoed sweater, vest, cardigan or ¼ zip.
- Chapel uniform to be worn the entire day.

● **Girls**

- Navy or khaki skirts/skorts or Christian Academy blue plaid skirts (or Elementary navy/plaid jumper).
- Navy or khaki uniform pants.
- White or light blue oxford-style shirt or blouse w/sleeves.
- Optional: Christian Academy logoed sweater, vest, cardigan or ¼ zip.
- Chapel uniform to be worn the entire day.

Other Requirements

- Footwear: low-heeled, closed-toe, closed-heel-styled shoes along with indoor boots below the knee or standard athletic shoes should be worn. Shoes that are distracting, heels higher than 2 ½ inches or a safety hazard are not permitted.
- No jackets or coats are to be worn indoors once the school day begins.
- Hats, hoods, bandannas, sweatbands or other pieces of cloth worn as head coverings or sunglasses must not be worn during the school day. Girls may wear scarves, ribbons, bows and hair accessories that are appropriate and not distracting.
- Fads, trends, innovative fashions, extreme hairstyles/hair color (i.e. blue, purple, pink), jewelry, make-up and/or clothing that the principal deems to be potentially disruptive or inappropriate will not be allowed.
- Visible pierced jewelry is only allowed in the ears of girls. No visible pierced jewelry is allowed for boys. (Clear, discreet spacers may be worn)
- No visible tattoos are allowed.
- School attire must be free of suggestive or offensive words/pictures, holes, tight-fitting or frayed designs.
- Hair should be neat and presentable while off the face and out of the eyes and boy's hair should not extend beyond touching the shoulders. Boys may have facial hair in high school as long as it is neat and presentable.

Special Events, Programs, Jeans Days, Spirit Days

- School principals will notify students and families in advance of the dress code requirements for individual events or special days.
- At all times and functions, clothing should be modest, appropriate, and within the guidelines and purpose of the Christian Academy Uniform Policy.

Christian Academy of Indiana

Grade 5 Supply List

2 Boxes of Tissues
1 Regular black Sharpie
1 Package of Hand Sanitizing Wipes
1 Package Wide Ruled Paper
1 Package Graph Paper
1 Wide Ruled Composition Book
4 Single Subject Wide Ruled Spiral Notebooks
30 Sheet Protectors
2 (1 ½ inch) Binders
24 No. 2 Dixon Ticonderoga Pencils
4 Pink Erasers
1 (12 Ct.) Box of Crayola Colored Pencils
1 (24 Ct.) Box of Crayola Crayons
1 (8 Ct.) Box of Crayola Washable Markers
1 Yellow Highlighter
1 Green Highlighter
2 (Fine Tip) Blue Dry Erase Markers
5 Elmer's Glue Sticks
20 sheet protectors (not 30)
Yellow folder with pockets
Standard/Metric Ruler
Adult Scissors
Basic Calculator
Backpack
New International Version Bible (**not** NIRV)
Clorox wipes (not sanitizing wipes)
Headphones (Make sure and include that they need to be USB compatible.)

Christian Academy of Indiana

Immunization Information

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio*: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: in.gov/health/immunization
or call **1 (800) 701-0704** during normal business hours.



Instructions for New Lunch Accounts

MyPayments*Plus* is a great way to manage your student's lunch account. Through this free online service, you can check your child's account balance, receive low balance emails, and monitor your child's lunch room purchases. You are responsible for knowing your student's balance. MyPayments*Plus* can be accessed through the website (www.mypaymentsplus.com) or through the Mobile App available in Google Play or iTunes.

Once you set up your account and activate the notifications, you will receive an automated email when your student's lunch account balance reaches the designated amount. When that happens, you will need to make a lunch account payment.

You can set up your account by following the instructions below:

1. Go to www.mypaymentsplus.com
2. Click 'Register Now'
3. Choose 'Kentucky' for the state
4. Choose 'Christian Academy School System' for the school district
5. Complete registration by following the on-screen instructions

If you have any questions about MyPaymentsPlus after you've set up your account, please contact the Parent Support Hotline at 1-877-237-0946.

Payments: We recommend a check payable to CAI marked for the cafeteria with your student's name and Student ID (ID badge number) in the memo. You can also pay online with a debit/credit card and even set up auto pay for your convenience.

***PLEASE NOTE:** MyPayments*Plus* is PCI and VeriSign certified. If you choose to make online payments, you will be charged a 4.75% fee by MyPayments*Plus*. This fee is not applied by nor does it benefit Christian Academy.

Funds need to be deposited in advance of purchases.

MyPayments*Plus* Participant Procedure

As we begin another school year with the MyPayments*Plus* Program, we want to ensure a smooth start by reminding you of a few procedures that will help keep accounts balanced and up-to-date.

1. If paying by check, please put the student name and ID badge number on the memo line and make the check payable to CAI.
2. If you have more than one person listed on the memo line, please put the amount to be deposited for each student account.
3. If you are paying by cash, please put the money in an envelope and write the name, account number and amount of cash you have placed in the envelope. Make sure it is sealed completely.
4. Please check your MyPayments*Plus* accounts regularly; this will keep the accounts current and avoid unnecessary phone calls or embarrassment to your student.
5. For your convenience, you may pay by credit card directly through your My Payments Plus account. However, they do charge a service fee for this transaction. Please see your My Payments Plus account for more information at www.MyPaymentsPlus.com.

If any account falls \$15.00 in arrears, a friendly phone call reminder will be given to you to deposit funds in the respective accounts; students will not be allowed to carry excessive negative balances during the school year. If the account reaches a negative \$50.00, the student will not be allowed to purchase a lunch, they will need to bring a sack lunch.

It is always a pleasure to serve our students at Christian Academy.

Our goal is to encourage our students to be responsible in all areas of life. Please speak with your child regarding a budget for them. This will assist them in managing their funds, and help them to develop a life skill that will carry them into adulthood. Thank you for your cooperation in this area.

2025-2026
Christian Academy of Indiana
Southern Indiana Bus Schedule
Kindergarten- 12th grade



What to know

- Times are approximate, depending on traffic conditions.
- Please have your child at the bus stop at least 10 minutes early.
- The exact location of bus stops within the parking lot is at the discretion of the bus driver.
- There can be no stops other than those listed.

Schedule Changes

- The bus schedule is reviewed periodically and adjusted based on participation.
- A continuous effort is made to promote increased ridership.
- The schedule is subject to revision after September of each year.
- Please check the website for the most current schedule.
- Please email Bus@caschools.us

Bus Rules

- Our chief concern is to ensure the safety of each rider. Discipline issues may distract the driver, endangering all students. For this reason, we strongly support Miller Transportation's School Bus Rules. Please read Miller Transportation rules [here](#) and Large Instrument Policy [here](#).
- Bus ID tags should be visibly attached to a purse or a backpack.

Alerts

- The school alert system is used to communicate delays and changes. Please ensure contact information in FACTS Family Portal is up-to-date.

Bus Costs for Daily Use

	AM/PM FEE	ONE WAY
1 student in a family	\$110/month	\$80/month
2 or more students in a family	\$150/month	\$110/month

The bus fee is due on or before the first of each month, September to May. A \$10 late fee will be assessed for payments not received as scheduled. Bus service will be suspended for accounts two months past due. In the event your student withdraws from daily bus service, your monthly payments will continue until the bus form in FACTS Family Portal is updated, confirmed and the bus tag is returned.

*Parents of DAILY RIDERS must register through FACTS Family Portal to use bus service.

Bus Costs for Occasional Use

If space is available, occasional bus riders must request to ride 24 hours in advance and obtain a bus pass from the school office PRIOR to riding the bus. Passes cost \$7 each and may be purchased in advance and billed through FACTS Tuition Management. Passes expire at the end of each school year and are non-transferrable and non-refundable. The student gives the pass to the driver when boarding the bus.

*Parents of OCCASIONAL RIDERS must register through FACTS Family Portal to use bus service. Registration may be completed once and will remain in effect the entire year.

Choose Your Bus Stop

Bus Pick -Up	Location	Bus Drop-Off
7:00 a.m.	Jeffersonville Town Center, 4101 Town Center Blvd	3:50 p.m.
7:20 a.m.	Meijer, 422 Charlestown Rd	3:35 p.m.
7:30 a.m.	Planet Fitness, 3527 Grant Line Rd	3:25 p.m.
7:40 a.m.	CAI	3:15 p.m.



2025-2026 Christian Academy of Indiana Kentucky to CAI Bus Schedule

Kindergarten- 12th grade

What to know

- Times are approximate, depending on traffic conditions.
- Please have your child at the bus stop at least 10 minutes early.
- The exact location of bus stops within the parking lot is at the discretion of the bus driver.
- There can be no stops other than those listed.

Schedule Changes

- The bus schedule is reviewed periodically and adjusted based on participation.
- A continuous effort is made to promote increased ridership.
- The schedule is subject to revision after September.
- Please check the website for the most current schedule.

1. Please email Bus@caschools.us with questions

Bus Rules

- Our chief concern is to ensure the safety of each rider. Discipline issues may distract the driver, endangering all students. For this reason, we strongly support Miller Transportation's School Bus Rules. Please read Miller Transportation rules [here](#) and Large Instrument Policy [here](#).
- Bus ID tags should be **visibly** attached to a purse or a backpack.

Alerts

- The school alert system is used to communicate delays and changes. Please ensure contact information in FACTS Family Portal is up-to-date.

Daily and Occasional Use

Bus transportation for Kentucky students transported to Christian Academy of Indiana is free of charge.

If space is available, occasional bus riders must request to ride 24 hours in advance and obtain a buss pass from the school office **PRIOR** to riding the bus. Passes expire at the end of each school year and are non-transferrable. The student will give their pass to the bus driver when boarding the bus.

***Parents of DAILY & OCCASIONAL RIDERS must register through FACTS Family Portal to use bus service.** Registration may be completed once and will remain in effect the entire year. Any changes to the use of bus service during the school year must be updated on the bus form in FACTS Family Portal.

Choose Your Bus Stop

Bus Pick -Up	Location	Bus Drop-Off
6:50 a.m.	Peddler's Mall at New Cut Road (old Kmart)	4:05 p.m.
7:00 a.m.	CAL SW (front of parking lot)	3:55 p.m.
7:10 a.m.	Roosters, 4420 Dixie Highway	3:45 p.m.
7:45 a.m.	CAI	3:15 p.m.

