

# Welcome

## Christian Academy of Louisville- English Station Campus Junior Academy

### Admissions Overview





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## Admissions Policy

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.1.3 and G.1.4)

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.1.3 and G.1.4)



**Christian Academy**<sup>®</sup>  
SCHOOL SYSTEM  
*education with a **H**igher purpose*

700 S. English Station Road  
Louisville, KY 40245

Phone: 502-244-3225  
Fax: 502-244-1824

[www.caschools.us](http://www.caschools.us)

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Dear Prospective Parent:

Thank you for your interest in the Christian Academy School System. We understand your responsibility in selecting the school that is best for your child and your family. As you make this important decision, we want to provide you with as much valuable information as possible about our school system.

The mission of Christian Academy is to develop students with a heart for God who grow as Jesus did in wisdom, stature and in favor with God and men. The distinctiveness of Christian Academy is found in what we teach and how we teach it. Central to both of these concepts is curriculum and instruction based on Biblical principles.

Enclosed, you will find various items of information about Christian Academy that will answer many of your questions. We welcome and encourage you to visit our campuses so you can meet our faculty and staff who are dedicated to providing students with a challenging academic experience in a nurturing, Christ-centered environment each day. Daily and weekly tour opportunities are available at each of our three campuses. In addition to tours, we extend an invitation to prospective students entering sixth grade through twelfth grade to schedule a time to shadow a current student in the respective school being considered. This is an opportunity for your student to experience part of a day at Christian Academy.

Please contact the Admissions Department to schedule a tour, for Kentucky call 502-244-3225 and for Indiana call 812-944-6200. You may also contact us at [admissions@caschools.us](mailto:admissions@caschools.us). We invite you to visit our website, [www.caschools.us](http://www.caschools.us), with frequency for current Christian Academy information. For your convenience and timely processing, we encourage you to submit admission applications online.

We look forward to serving your family!

All for Him,

Lorrie Baechtel

Lorrie Baechtel  
Director of Admissions  
Christian Academy School System



# Christian Academy OF LOUISVILLE <sup>🎵</sup> Junior Academy

## A Day in the Life English Station Jr. Academy

### Circle Time

Pledges to the American Flag, Christian Flag and the Bible  
Bible Story  
Calendar  
Letter, Number and Color of the Week

### Snack

### Outside Play Time

### Phonemic Awareness/Language Development Center Time (rotation of 8 learning centers)

Home Living  
Science  
Library  
Music  
Art  
Blocks  
Sensory  
Manipulatives

### Story

### Lunch

### Nap Time (1:00-3:00 p.m.)

### Snack

### Center Time

### Playground Time



## Program Highlights

We seek to provide a loving, Christian environment with Christian teachers who celebrate the individuality of each child and recognize each as a precious gift created by God.

Children have the opportunity to engage in a variety of learning centers throughout the day. Each week there is a different thematic unit in the classroom. The theme is carried out through the centers as well as individual activities such as art, crafts and music. The children also have the opportunity to spend time with their teachers by working in small groups in the area of letter recognition, handwriting, math and science.

Each morning there is circle time where children engage in calendar, pledges, Bible story and songs. Children have daily time scheduled for gross motor play either in our gym or outdoor playground.

We have weekly chapel service for all classes where the Bible story comes alive through song, Bible readings and Bible stories.

We believe in partnering with families to help children grow in wisdom, stature and favor with God and men. (Luke 2:52)

We are currently using the following curriculum:

- Scripture Bites
- Handwriting Without Tears
- Learning Without Tears Math
- Heggerty Phonemic Awareness
- Little Spot of Emotions - Social Emotional Curriculum

There are many opportunities for family involvement and participation with an active Parent Teacher Organization.

## Program Certification

The English Station Junior Academy is a member of the Association of Christian Schools International (ACSI) and is licensed by the State of Kentucky.

Our teachers and staff participate in 15 hours of professional development every year which is centered around current trends in Early Childhood Education. Teachers and staff are also First Aid and CPR certified.

Our Junior Academy is open to children the ages of 3 - 4. Children must meet the age requirements on or prior to August 1.

The full-day Junior Academy (Preschool) program is available for students, Monday-Friday, from 7 a.m.- 4 p.m. A separate Junior Academy After-School Care program will be offered from 4 p.m. - 6 p.m. at an additional cost for families who choose to register.



# English Station Junior Academy

## The Christian Academy Story

In 1976, Christian Academy began with 120 students in two rented church facilities and has grown to serve over 3,000 students on three campuses in Louisville and Southern Indiana. Throughout this amazing growth, God has provided certain people with different gifts at different times, but always in His timing.

## Developing Students with a Heart for God

Our Deep Hope and our mission 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. Developing a heart for God means that Christian Academy focuses, with great intentionality, on our Deep Hope, so that students are taught from solid, biblical principles how to integrate God's Word into all areas of their lives.



Call 502-244-3225 for more information  
and to schedule a tour for your family!

700 S. English Station Road | Louisville, KY 40245 | [www.caschools.us](http://www.caschools.us)



Christian Academy  
OF LOUISVILLE

ENGLISH STATION CAMPUS

Christian Academy School System admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally made available to students of this school. It does not discriminate on the basis of race, color or national ethnic origin in the administration of its educational policies, admission policy, scholarship and loan programs, athletic and other school-administered programs.



# Christian Academy

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## SCHOOL SYSTEM

### HOW TO APPLY ONLINE

[WWW.CASCHOOLS.US/ADMISSIONS](http://WWW.CASCHOOLS.US/ADMISSIONS)

- Click on *Submit an Application* on the right-hand side of the Admissions page.
- Once there, click on *Create an Account*.
- Follow the directions to create a login for your child's Renweb application. This login will only be used for the application process.

Please call an Admissions Coordinator for any assistance you may need with the application process.

#### **English Station:**

Christina Johnson (Junior Academy - Grade 5) at 502-753-4575

Darlene Kutzner (Grades 6-12) at 502-753-4564

#### **Indiana:**

Wendy Smith (Junior Academy- Grade 12) at 502-400-5420

#### **Southwest:**

Emily Ahrens (Junior Academy - Grade 8) at 502-753-4522

Lorrie Baechtel (Junior Academy - Grade 8) at 502-753-4590

If you are an International Student, please contact the Admissions Office at 502-244-3225.

# CHRISTIAN ACADEMY OF LOUSVILLE

## English Station Junior Academy

### 2024-2025 Schedule of Tuition and Fees

**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 favor with God and men.**

#### 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 Fee** – A non-refundable fee of \$100 per Junior Academy student is due **February 28, 2024**. This fee will be paid in conjunction with the online continuous enrollment process through FACTS. *(FACTS refers to this as "Downpayment")*

#### 2024-2025 TUITION RATES <sup>(1)</sup>

	First Child	Second Child	Third Child
<b>Three/Four year olds' classroom <sup>(2)</sup> (7 AM – 4 PM)</b>	\$8,900	\$8,900	\$8,475

<sup>(1)</sup> excludes Continuous Enrollment Fee (see above)

<sup>(2)</sup> After-School Care program available. See rates on next page.

#### TUITION/FEE POLICY

Tuition and other fees are necessary in order for Christian Academy to fulfill its mission of developing students with a heart for God. In support of this, parents are expected to commit themselves to meet financial obligations promptly in accordance with Biblical stewardship and to comply with the following policy:

The Continuous Enrollment Fee is non-refundable unless for any reason Christian Academy does not readmit the student. If parents withdraw their student's enrollment for any reason, the Continuous Enrollment Fee is non-refundable. *(FACTS refers to this as "Downpayment")*

The school has contracted with FACTS Tuition Management for the processing of all tuition payments. The following payment options are available through FACTS:

- Annual Payment due June 14, 2024.
- Monthly Payments (August through May). A \$50 annual processing fee per family is required for using this service and will be automatically drafted from your account by FACTS within 14 days of the agreement being posted to the FACTS system.

A one-month notice must be given for any withdrawals prior to the end of the school year because the hiring of teachers and staff and the ordering of classroom materials are based upon anticipated enrollment. Notice must be provided by completing the Withdrawal Form located in your Web Forms in FACTS Family Portal.

Tuition that becomes two months past due will subject the student to being withheld from attending school. Because tuition is calculated on an annual basis, no adjustments will be made for absences, holidays or unscheduled closures.



## TUITION ASSISTANCE

Tuition assistance awards are based on the family's demonstrated need as determined by a third-party agency that makes financial needs assessments for private and Christian schools. Each award is made for one year only, based on the availability of tuition assistance funds.

## ADDITIONAL FEES

- **Missed Payment Fee** – Missed payment fees are assessed by FACTS 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 4 PM (school-day program) and 6 PM (after-school 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.

## AFTER-SCHOOL CARE PROGRAM

- Families may opt to register to attend the After-School Care program from 4 PM to 6 PM.
- Registration opens in Spring 2024.
- Cost is \$1700 per school year per student (\$850/semester), scheduled through FACTS.
- An after-hour fee of \$2.00 per minute per student will be charged beginning at 6 PM.
- Withdrawals from the After-School Care program must be made at the change in semester. Notice should be provided in writing to the Business Office at least one month in advance.

## SUMMER SESSION (7 AM – 4 PM only)

- Families may opt to register to attend the Summer Session during June and July. Registration for this program will occur each spring.
- An activity fee will be assessed for each Summer Session.

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# Tuition Assistance

## Frequently Asked Questions

### Why Consider Financial Assistance?

Christian Academy is committed to making Christian Education as affordable as possible. 29% of our K-12 CAL students receive tuition support through financial assistance and discount programs, totaling over \$2.2 million in support. We recognize the sacrifices of a Christian lifestyle and take medical expenses as well as charitable contributions into account.

### Who May Qualify for Tuition Assistance?

All prospective and enrolled Jr. Academy-12th grade students may apply. New families may contact the Tuition Assistance Coordinator for information.

### How Do I Qualify for Tuition Assistance?

A third party administrator, FACTS Grant & Aid Assessment (FACTS), is used to determine eligibility. A family's application, along with financial information, goes directly to FACTS. All tuition assistance awards are based on need (as determined by FACTS) and the total amount of assistance available. Tuition assistance awards may vary each year. Families must reapply each school year.

FACTS website: [online.factsmgmt.com](http://online.factsmgmt.com)

**The 2024-2025 FACTS tuition assistance application for current families will be due March 8, 2024.**

## For Additional Information

### Amy Shee

Tuition Assistance Coordinator  
Christian Academy of Louisville  
502.753.4617 • [ashee@caschools.us](mailto:ashee@caschools.us)

### Renee Janocik

Tuition Manager  
Christian Academy School System  
502.753.4680 • [rjanocik@caschools.us](mailto:rjanocik@caschools.us)

## Want to Connect Further with Christian Academy?

Email or Call our Admissions Team

**Christina Johnson** (Jr. Academy- 5th Grade)

[cjohnson@caschools.us](mailto:cjohnson@caschools.us) • 502.753.4575

**Darlene Kutzner** (6th Grade- 12th Grade)

[dkutzner@caschools.us](mailto:dkutzner@caschools.us) • 502.753.4564

Visit our website at [caschools.us](http://caschools.us)

Search for Christian Academy School System on Facebook

**Christian Academy is committed to making Christian education exceptional  
as well as affordable to our families.**

**CHRISTIAN ACADEMY SCHOOL SYSTEM**  
**English Station Junior Academy After-School Care Program**  
**2023-2024 POLICY**

Advance registration through FACTS Family Portal is required to participate in the Junior Academy After-School Care Program (ASC). After-School Care fees will be collected through your FACTS agreement through automatic withdrawal along with scheduled tuition payments.

**PROGRAM INFORMATION:**

- JA ASC begins at 4:00 PM and ends at 6:00 PM. A late pick-up fee of \$2.00/minute/student is assessed and will be invoiced and paid through FACTS Tuition Management.
- As always, Junior Academy staff members will serve your children during the After-School Care hours. All staff members will continue to meet state requirements as well as Christian Academy School System standards to work with your children.

**PROGRAM RATES:**

\$1600 annually (\$800/semester) through FACTS Tuition Management. Payments will be automatically withdrawn on the same date and same account as your scheduled tuition payments.

**PROGRAM POLICIES:**

- Registration of new students and withdrawals of participation may only change at the beginning of the second semester with a one-month written notice to the Business Office. Opting in and out during the course of a semester is not permitted.
- No care will be provided for holidays, early dismissals, or unscheduled closures. Rates are calculated on a semester basis; therefore, **no adjustments will be made for missed days, holidays, early dismissals, or unscheduled closures.**
- After-School Care enrollment may be suspended for any student whose account becomes two months past due.

**Contact Information:**

Program Questions—Contact Rebecca Davis, 502-753-4504  
Financial Questions—Contact the Business Office, 502-244-3225.



## 2024-2025 **Indiana** and **Kentucky** JA - 12 Major Calendar Dates

*All dates are the same with the exception of Spring Break.*

August 1	First Day for Returning Teachers
<b>August 7</b>	<b>First Day for Students</b>
September 2	Labor Day, Closed
September 3	Remote Learning Day, K-12 Students work from home, JA in session
October 7-11	Fall Break
November 4-5	System Professional Development, no school for students
November 27-29	Thanksgiving Break
<b>December 20</b>	<b>End First Semester</b>
December 23 - January 6	Christmas Break for Students
January 6	Teacher In-Service, no school for students
<b>January 7</b>	<b>Begin Second Semester</b>
January 20	Dr. Martin Luther King, Jr. Day, Closed
January 31	Remote Learning Day, K-12 Students work from home
February 13-14	System Professional Development, no school for students
February 17	President's Day, Closed
March 24-28	<b>Indiana Spring Break</b>
March 31 - April 4	<b>Kentucky Spring Break</b>
April 18	Good Friday, Closed
May 2	Recess Day, Closed
May 26	Memorial Day, Closed
<b>May 29</b>	<b>Last Day for Students</b>
May 30	Last Day for Teachers

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Make-up days: May 2, Feb 17, May 30, June 2, 3 and/or Remote Learning

\*The full calendar for 2024-2025 will be released in January.