



FIRST DAY OF SCHOOL SCHEDULE:

8:15am	First Bell
8:20am	School begins (including pre-school)
3:00pm	Elementary dismissal Students registered for Camp Calvary will go directly to Camp Calvary. Find more info regarding Camp Calvary on our website.
3:10pm	JH/HS dismissal
3:20pm	Elementary students who have not been picked up will be directed to Camp Calvary. <i>A charge applies for this service.</i>
3:30pm	After-school care for JH/HS students in the cafeteria. Find more info regarding JH/HS after-school care on our website.

Families are welcome to walk their elementary students to their classrooms on the first day of school. First Day of School photo opportunities will be available outside, weather permitting.

DETAILS AND DONUTS

All students entering 6th grade, new 7th- and 8th-grade students, and new high school students are invited to join us for Details and Donuts on Tuesday, August 18, from 9:00am–10:30am in the Computer Lab. Students will meet CA Principal Mrs. Smith, along with other staff members, teachers, and students, while preparing for a successful start to the school year. During Details and Donuts, students will:

- Tour the school
- Learn how to use Google Classroom
- Receive class schedules and locker assignments
- Ask questions and become familiar with campus expectations

Uniforms are not required. Please contact the Academy Office with any questions.

MEET THE TEACHER NIGHT

All parents and students are invited to explore the school, visit classrooms, and meet teachers during Meet the Teacher Night on **Thursday, August 20 from 4:30pm–6:00pm**. The Calvary Champions Club will provide free hot dogs, popcorn, ice cream, and drinks as we celebrate the beginning of another great year together as the Saints family! We hope to see you there!

VIRTUAL PARENT NIGHT

Virtual Parent Night will be available online at **6:00pm on Tuesday, August 25** and will include important information to help families prepare for the school year. This pre-recorded message from Academy administration will provide helpful details and reminders for the year ahead.

A link to access the event will be emailed to all parents by 6:00pm.

ARRIVAL & DISMISSAL PROCEDURES

New to Calvary Academy?

We know the first few days can feel overwhelming! Staff members will be outside each morning and afternoon to direct traffic, answer questions, and help your family find the correct drop-off and pick-up locations.

To help ensure the safety of our students and keep traffic flowing smoothly, please review the following arrival and dismissal procedures. We appreciate your patience and cooperation, especially during the first few weeks of school.

Early Arrival & Late Pick-Up

Elementary students should **not arrive before 7:55am** unless they are participating in a teacher-approved help session, athletic practice, or another school-approved activity.

Elementary students should be picked up **no later than 3:30pm** each day.

If your elementary student needs supervision before 7:55am or after 3:30pm, enrollment is required in one of the following programs:

- **Calvary Day Care:** Preschool, Jr. Kindergarten, and Kindergarten
- **Camp Calvary:** 1st–5th Grades

More information about Camp Calvary is available at: <https://www.caspringfield.org/camp-calvary>

Junior High and High School Students may arrive as early as **7:30am**. Before school and after dismissal, students are to report to the cafeteria, where adult supervision is provided until **5:30pm**.

Morning Drop-Off

Students should be dropped off at the **front entrance** of the Academy and enter only through the doors marked **ENTRANCE**.

- Follow the designated drop-off lane.
- Pull forward as far as possible before stopping.
- Approach the entrance with the **passenger side of your vehicle facing the building**.
- Remain patient and cautious as students enter the building.

If you would like to walk your student into school, please park in a designated parking space before entering the building. When weather permits, elementary students may be dropped off at the supervised playground beginning at **8:00am**.

Afternoon Dismissal

Please approach the pickup lane with the **passenger side of your vehicle facing the building**.

- **Kindergarten, 1st & 2nd Grades :** Dismissal begins at **3:00pm** at the Academy front entrance.
- **3rd, 4th & 5th Grades:** Dismissal begins at **3:00pm** on the playground.

During inclement weather, students will be dismissed from the **back hallway door**, located east of the playground.

Families with Multiple Elementary Students

To simplify dismissal, families with children in multiple elementary grades will pick up **all elementary students at the location of the oldest sibling**.

Junior High & High School

- Students are dismissed at **3:10pm**.
- Parents should **park in a designated parking space** in the front parking lot and wait for their student
- **Please do not wait in the elementary pickup lanes for Junior High or High School students.** Keeping these lanes clear allows younger students to be dismissed safely and efficiently.

Thank you for helping us provide a safe arrival and dismissal process for all Calvary Academy students!

ATHLETICS

All athletic schedules can be found on our website: [Athletics | Calvary Academy \(caspringfield.org\)](https://caspringfield.org/Athletics)

Sports Physicals. All students who wish to participate in any sport must have an updated physical on file in the Academy Office **before participating in practices or games**. Reminder: Physicals are valid for 395 days. If you are unsure whether your student needs an updated physical, please contact the Academy Office.

Athletic Agreement Signature Form. All parents and students must review the Student-Parent Athletic Handbook found on the CA Athletics website linked above. The Athletic Agreement Signature Form, located at the bottom of the CA Athletics website, must be completed before the first practice of the sport in which your student wishes to participate. An agreement only needs to be signed once per school year, even if students participate in multiple sports. A \$50 athletic fee is required for participation.

BACKGROUND CHECKS

Calvary Academy requires a standard background check for any individual wishing to help in the classroom, assist with a field trip, visit a class, or volunteer with students in any capacity. [Background check forms](#) are available under Resources on our website or in the Academy Office. Please complete and return the form to the Academy Office. Once the background check is completed, it must be submitted to an outside agency for processing. A processed background check must be on file before assisting in classrooms or on field trips.

CALVARY ACADEMY APPAREL

As a thank-you to our families who re-enrolled by March 31, 2026, students will receive a FREE Calvary Academy t-shirt featuring the new "Calvary Academy Saints" design featured in the middle of the ad above, printed on a navy t-shirt. If your child qualifies for the free t-shirt, it will be available for pickup during Meet the Teacher Night on Thursday, August 20.

Our online apparel store is now open and will remain open until midnight on the first day of school, **Monday, August 24**. [Click here to shop online](#). All apparel is uniform approved, making it easy to add school spirit to your student's wardrobe. Orders are typically arrive at the Academy for distribution about two weeks after the shop closes.

CALVARY ACADEMY PE UNIFORMS

PE uniforms are required for students in 6th, 7th and 8th grades. PE uniform items (shirt and shorts) are available via the [online apparel shop](#). Once uniforms are received from the vendor and distributed, students will be required to wear the PE uniform for class. Students who are out of uniform for PE will receive a zero for the participation grade that day, with the opportunity to make up the grade during the next PE class. Each student is allowed one no-uniform pass.

CALVARY ACADEMY MUSIC INSTITUTE

Calvary Academy Music Institute allows students to expand their musical horizons through private lessons. All lessons are conducted at Calvary Academy. [Visit our website for more information](#) including pricing and payment options, general rules and procedures, and online registration. Contact CAMI Director, Kaitlynn Houchin, at KHouchin@CASpringfield.org with any questions.

CAMP CALVARY

Camp Calvary is our before- and after-school program for students enrolled in 1st – 5th grades. Morning hours: 7:00am – 7:50am with cold breakfast served at approximately 7:30am. After school hours: 3:00pm – 5:30pm with an afternoon snack served at 4:00pm. [View Camp Calvary information](#)

Calvary Academy offers free after-school care for JH and HS students. After-School Care hours are from 3:30-5:30 PM. All JH/HS students on the Calvary Academy premises after school are required to report to the cafeteria and check in with the adult that is supervising by 3:30 PM. [JH/HS After School Care Guidelines](#)

CALVARY DAY CARE

If your student already attends Calvary Day Care, you do not need to do anything further. New CA students in Pre-school, Jr. Kindergarten, or Kindergarten are allowed to begin childcare on the first day of school, **Monday, August 24**. Calvary Day Care is open Monday - Friday, 6:30am - 5:30pm. Additional fees are required for childcare outside of school hours. Calvary Day Care Director, Julie Reich will contact you to confirm your spot and complete any paperwork needed.

[Calvary Day Care | Springfield, IL](#)

CHAMPIONS CLUB

The Champions Club is an athletic boosters initiative dedicated to fostering excellence in athletics at Calvary Academy. Our goal is to support our student-athletes not just in competition but also in character and faith and to help them excel both on and off the field. Many improvements for our school and athletic programs have been made possible through the generous support of the Champions Club! To learn more about being a part of the Champions Club on our website.

www.CalvaryChampionsClub.com

COMMUNICATION

At Calvary Academy, we believe a strong partnership between home and school is essential to every student's success. We are committed to keeping families informed, connected, and engaged throughout the school year through timely, consistent communication. Whether it's celebrating student achievements, sharing important reminders, or addressing questions, our goal is to communicate clearly and promptly so families feel supported every step of the way.

Email is our primary form of communication for important announcements, newsletters, reminders, and school updates. Please ensure the Academy Office always has your current email address on file. The school will also use text messaging and automated phone calls to communicate emergency information. Please follow Calvary Academy of Springfield on [Facebook](#) and [Instagram](#).

Visit our [Communications page](#) on our website for more information.

DATES TO REMEMBER

Monday, August 17 - School Prayer Service | Calvary Church Hazel Dell Campus | 5:30pm - 6:30pm

Thursday, August 20 - Meet the Teacher Night | 4:30pm - 6:00pm

Monday, September 7 - Labor Day | **No school**

Thursday, September 10 - **Early dismissal | 2:00pm**

Friday, September 11 - Jump Day! - **MORE INFORMATION COMING SOON!**

Tuesday, September 22 - Parent Information Meetings for 8th grade, 11th grade, and 12 grade students.

Friday, September 25 - Champions Dinner | 6:00pm | Calvary Academy

[The school calendar](#) can be found on our website.

DOLLAR DRESS DOWN DAYS

Every Friday will be a "Dollar Dress Down Day." Students may choose to pay a dollar to wear an expanded selection of clothing items. Failing to pay the dollar for the dress down day will result in a uniform violation. Guidelines for dress down day can be found on the website. [Dress Code | Calvary Academy \(caspringfield.org\)](#) If you would prefer not to remember to send a dollar with your student every Friday, you can pay \$33.00 for the entire year. The deadline to pay for the entire year is Tuesday, September 1. Please bring all payments to the Academy Office.

FACTS

The FACTS system is used to communicate grades and behavior reports for students. The daily announcements, athletic updates, lunch menu, and calendar events can also be found on FACTS family portal.

LOCKERS

All junior high and high school students are assigned a locker and have access to their lockers throughout the day. A lock can be provided by the student or requested via the Academy Office. Students may decorate only the inside of the lockers.

LUNCH

Calvary Academy participates in the National School Lunch Program which allows for Free Lunch or Reduced Lunch (.40) if you qualify. If your family is eligible to participate in the Free & Reduced Lunch program, it is essential that you apply. Link to application and instructions: [ISBE 25-26 Free & Reduced Lunch Application](#)

School lunch costs for 2026-2027 are as follows: K5 - 8th grade \$3.50 | High School \$4.00

Lunches are tracked electronically. Lunch charges are billed twice a month through Facts Mgt. Parents will receive an email/notification via Facts of all charges. The invoice is due within ten days and can be paid online or will be processed as an automatic ACH draft when due. Lunches can be pre-paid through your Facts account. All of this information is available through the financial tab in the Facts Family Portal. Please contact [Mrs. Jeannie Martin](#) with any questions via email at jmartin@caspringfield.org.

MEDICAL DOCUMENTS

All students entering Pre-School, Jr. Kindergarten, Kindergarten, 6th and 9th grades, and students enrolling for the first time at Calvary Academy are required to have a current physical examination completed on the approved Illinois Department of Public Health Form. A sports physical does not meet the requirement. A current physical is one that was completed within one year of August 2026.

All students entering Kindergarten or enrolling for the first time at Calvary Academy must submit proof of a comprehensive eye exam by October 15, 2026.

All students in Kindergarten, 2nd grade, 6th grade are required to submit proof of a dental examination by May 15, 2027.

The Illinois Missing Children Records Act (325 ILCS 50) requires submission of a certified copy of a child's birth certificate upon 30 days of enrollment. A copy of the certified birth certificate will be made by our office and the original returned to the parent as requested.

Please refer to the [Health Memo](#) for more information. Forms may be emailed, mailed, or delivered to [Jeannie March](#) in the Academy Office.

MENU

The Calvary Academy menu can always be found on our website under resources. [View the August menu.](#)

SAFETY & SECURITY

The safety of our students, families, staff, and visitors is a top priority at Calvary Church, Calvary Academy, and Calvary Day Care. We continually evaluate our safety procedures and make improvements as needed to help provide a secure learning environment.

The following procedures are in effect during school hours (Monday–Friday, 8:15am–3:30pm). We appreciate your cooperation in helping us maintain a safe campus.

Campus Access

- All students, parents, and visitors should enter and exit through the Main Entrance.
- Calvary Day Care families may continue to use the east Day Care entrance with their issued key fob.
- For everyone's safety, please do not open or hold exterior doors for others. Each visitor must enter through the appropriate entrance.

Visitor Check-In

- All parents and visitors must check in at the Main Entrance upon arrival.
- Visitors will receive a Visitor lanyard that must be worn while on campus.
- Please return the visitor lanyard to the receptionist before leaving.

Staff Identification

All Calvary Church, Calvary Academy, and Calvary Day Care staff members wear a staff lanyard or approved staff apparel so they can be easily identified.

If you notice anything that seems unusual or concerning while on campus, please notify a staff member immediately. We value your partnership in helping us provide a safe environment for every student and family.

SCHOOL PRAYER SERVICE

As a new school year begins, we want to take time to pray over every person who plays a part in our school — teachers, administrators, aides, kitchen staff, custodians, bus drivers, office staff, and more. We invite each of you to join us for a special School Prayer Service on August 17 at our Hazel Dell Campus from 5:30pm - 6:30pm.

SCHOOL SUPPLY LISTS

[Lists are available on our website.](#)

STUDENT HANDBOOK UPDATES

As we begin the 2026–2027 school year, we encourage all families to review the updated Calvary Academy Student Handbook. Several policies have been clarified and revised to provide clearer expectations, greater consistency, and a positive learning environment that supports both students and teachers.

These updates are the result of thoughtful review by school leadership and the School Board and were informed by faculty input, observations throughout the previous school year, and feedback received through the parent surveys conducted at the conclusion of the 2025–2026 school year. We are grateful for the partnership of our families and appreciate the valuable insights you shared.

Our goal is not simply to add policies, but to establish clear, consistent expectations that support a well-structured, Christ-centered school culture where students can learn, grow, and thrive.

Highlights of the 2026–2027 Handbook Updates

Classroom Discipline (Grades 6–12)

A revised progressive discipline process establishes consistent classroom expectations while emphasizing opportunities for correction, accountability, and student growth.

Uniform & Dress Code

Dress code expectations have been updated to provide greater clarity and consistency. Please take the time to review the appropriate uniform and dress code for your student. [Dress Code | Calvary Academy \(caspringfield.org\)](#)

High School: Dress code standards have been clarified to make expectations more objective and consistently enforceable.

Kindergarten–8th Grade: Students may now wear **solid-colored** sweatshirts, hooded sweatshirts, cardigans, sweaters, and quarter-zip pullovers in **red, navy, or white only** during the school day. These garments must be worn over a dress code-compliant uniform shirt. Girls may also wear **solid-colored leggings in school colors or black** under uniform approved skirts.

Outerwear that does not meet these requirements may still be worn during recess and other outdoor activities but should not be worn in classrooms during instructional time.

Cell Phones & Personal Electronic Devices

One of the most significant updates for this school year is our revised cell phone policy, designed to reduce distractions, improve academic focus, encourage face-to-face interaction, and allow teachers to devote more attention to instruction and discipleship.

- **Kindergarten–5th Grade:** Students may bring a cell phone or personal electronic device to school; however, it must be turned off and turned in to the classroom teacher upon arrival. It will remain with the teacher until dismissal.
- **Grades 6–12:** Students may bring a cell phone to school, but it must be placed in the teacher's designated storage location at the beginning of each class period. Phones may not remain on a student's person during class and may only be accessed during passing periods and lunch.

Drug Testing Policy

The handbook includes updated language clarifying testing procedures, student responsibilities, consequences, and the school's response to the possession or distribution of drugs or alcohol.

Off-Campus Lunch (Seniors Only)

Eligibility requirements, expectations, and accountability for senior off-campus lunch privileges have been clarified while reinforcing Calvary Academy's closed-campus policy for all other grade levels.

Please Review the Handbook

We encourage every family to carefully [review the updated Calvary Academy Student Handbook](#) before the first day of school. Your partnership helps us provide a safe, respectful, and Christ-centered environment where every student has the opportunity to succeed.

If you have questions regarding any handbook policy, please contact the Academy Office. We are happy to help.