

SHERWOOD CHRISTIAN ACADEMY
Elementary
Parent Handbook
2023-2024



SHERWOOD CHRISTIAN ACADEMY

***1061 Lantrip Road
Sherwood, AR 72120
501.833.2277***

Dear Parents and Guardians,

Sherwood Christian Academy is excited for the opportunity to care for families and children. Our facility provides early learning for ages 3 years to 4th Grade. We provide education and ministry to our families, children and community.

My husband and I are from Jacksonville. We both graduated from North Pulaski High School. We attend church in Sherwood. We understand the need in this community for Christian child care and education. We want every child to know and experience God's love.

We provide a Christian atmosphere and share God's love on all occasions. We provide a safe, secure, nurturing and educational environment for every child.

We acknowledge the importance of working together to create a mutual bond in caring for your child. We believe communication is essential to achieving this goal. This handbook is designed to provide parents with general policies, an overview of our programs and procedures that help to make each day comfortable and productive for your child.

This handbook has been prepared as a resource and reference guide. Please take time to read it thoroughly and keep it handy as you may need to refer to it from time to time. Should you have any questions or concerns, please feel free to contact us at 501.833.2277.

We look forward to uniting with your family and we are committed to love, nurture and teach your child as we share God's love and wisdom from our hearts to your family.

Sincerely,

Ronda Sobczak
Owner
501-833-2277
amazinguar@gmail.com

OUR PURPOSE

Sherwood Christian Academy seeks to provide enrollment in a Private Christian School. Our program provides developmentally appropriate activities and guidance to help each child reach his/her greatest spiritual, physical, emotional, social and academic potential. We have open communication with our parents regarding the welfare and safety of their children. We strive to be proactive in every area of our operations.

OUR PROGRAM STRUCTURE & STAFF

The Director and Owners govern Sherwood Christian Academy. Each member of the teaching staff is an experienced teacher who possesses the competency and understanding essential in teaching young children. Our staff and teachers love children and are dedicated to the enrichment of every child.

OUR CURRICULUM AND FACILITIES

Our classes are open to any child, regardless of race, nationality, and religious beliefs. Sherwood Christian Academy operates as a locally owned Private Christian School. Each classroom has a daily schedule which includes activities such as circle time, snack, lunch, outside play, learning centers and academics. The children learn age-appropriate bible verses, stories, and songs to enhance the curriculum and strengthen their knowledge of Jesus Christ.

The center will continue to evaluate and improve seven broad areas of our program.

- * Space and Furnishings
- * Language and Reasoning
- * Interactions
- * Basic Care
- * Learning Activities
- * Program Structure
- * Needs of parents and staff

Our goal is to strengthen our partnership with parents. Know that you have chosen high-quality care that will lay a solid foundation for your child's development.

Sherwood Christian Academy curriculums are Abeka, Teachers Pay Teachers, Christian bible verses and Spanish. Our Kindergarten through 4th grade curriculum is Abeka. Supplementary texts will be used to enrich this material. The curriculum is appropriately designed to the age groups and to the stage of development of each child. Since children learn best through hands-on activities and imaginative play lessons are built around play and experiential learning. A love and appreciation for Jesus, and the things of God have been developed into our curriculum and classroom experiences.

We have an age-appropriate playground for children ages 2 – 9. It is clean, spacious, partially shaded and furnished with safe playground equipment.

PARENT SCHOOL PARTNERSHIP

Parents are expected to support and uphold Sherwood Christian Academy policies just as we support our families. Without this support, it is counterproductive to the students' development and our effectiveness. It is explained at the time of enrollment that in any relationship there may be disappointments or misunderstandings. In the event an issue arises please call Ronda Sobczak, Owner, or Sara Cope, Director at 501-833-2277 and a conference will be scheduled.

ARKANSAS STATE LAW, ACT 397 OF 1975

Arkansas Law mandates all Faculty as reporters of any reasonable cause for suspicion of abuse and or neglect. DHS and State Police Investigators have authority without securing prior parental consent, to audit all Center records and have the ability to talk to or observe the physical condition of any enrolled child including by a licensed medical professional. It is beyond the authority of any licensed center or school to modify this access to children enrolled. It is center policy, however, that a school administrator will remain with any child during such time. The center may be directed NOT to contact a parent prior to their contact with the child.

*Licensing compliance forms (DDC-521) shall be available at the facility for 3 years. The facility shall advise parents in writing that the compliance forms are available for review upon request.

SECURITY

Sherwood Christian Academy endeavors to keep all children and staff secure and has provided locked entrances.

Cameras have been added in each classroom. Cameras are recording for further safety and security of your verbal and non-verbal child. You will also find cameras in all halls and outside the building. Cameras are monitored throughout the day by administrators in the office. **Camera footage is only available to our Administration and DHS for investigative purposes. Video will not be shown to parents. **

Please do not leave vehicles running or children unattended in vehicles when dropping off or picking up a child. Lock your car and take your purse/ valuables along with you.

Drop Off/Pick Up

Children must be signed in and out on the Brightwheel APP upon arrival and departure each day.

If your child is in the Pre-K 3 or Pre-K 4 classrooms, they must not be dropped off in a pull up or diaper. Promotion to these classes means the child must be potty trained and out of pull ups and/or a diaper.

When dropping off or picking up your child **if you see the orange cones do not bypass the cones.** You **must stop**, park in the front of the building and walk to the back of the building. The cones are set in place for your children's safety as they cross from the building to the playground.

Children can be dismissed *only* to persons listed on enrollment forms. All children are to be signed out each day by a parent or an adult on the written pick up list. A picture Id **MUST** be on file or presented at time of pick up. **Parents must contact the SCA office if someone that is not on the pick-up list is going to pick up their child.** Inform them that a picture I.D. will be required at pick up. If the SCA staff are unsure they will verify pick up changes by contacting parents. For safety, the SCA staff on duty will ask for I.D. of anyone picking up children until becoming familiar with you and your child. Parents must contact the office to

update records if any changes occur.

Divorced/Separated Parents & Blended Families

Custody issues and tense family communications can be very emotionally charged and spill over to the program.

Sherwood Christian Academy takes a concerned but neutral stance and focuses on the best needs of the children enrolled in our program. Upon enrollment (or changes to Primary custodians), it's necessary to provide an official file marked copy of custody judgments. ***Deletions of authorized pick-ups are to be done in writing (so as to change multiple documents throughout the school). However, ongoing parental conflicts and frequent changes to authorized pickups of a child can lower the school's stability of operations and increase risk for error and confusion. A high frequency may result in dismissal.***

ENROLLMENT

Enrollment is full- time/part- time (part time is available for Pre-K only) **only.** "Drop in Care" is not available for any age.

Waiting list/Preferred Enrollment

1st Priority: Siblings of currently enrolled families. **2nd Priority:** Age range and length of time on the waiting list.

Tuition Account Management

- Tuition payments are due based on enrollment, not actual attendance.
- Tuition refunds are not given for absences, vacations, or illnesses.
- Registration and enrollment fees are nonrefundable.
- Year-end tax receipt will be available for parents to access on Brightwheel.
- \$40.00 fee for returned payments. **A pattern of insufficient funds will result in dismissal from our program.**
- *Sherwood Christian Academy may change tuition rates as needed due to operational expenses. Advance notice will be given about increases.*

Tuition/Payment Cycles

Our tuition is automatic draft only. Parents are expected to pay as agreed upon per the automatic draft enrollment form. We can process the following payments:

1. **Monthly** – Tuition will be debited on the first day of each month
2. **Weekly** – Tuition will be debited every Friday

Automatic Draft for Enrollment

Each family will enter their financial information into Brightwheel APP. Tuition payments will be automatically drafted weekly or monthly using the Brightwheel APP. Please update your information immediately and notify us of any banking changes as soon as possible to avoid drafting from a discontinued account.

HOURS OF OPERATIONS

Hours of Operation are from 7:00 a.m. to 5:30 p.m. Monday – Friday, twelve months a year. This program operates as a school and plans a structured schedule and curriculum daily. Part-time care is available until 11:30 daily.

Pre-K 3 (Transition) Age 3 years – (must be 2 1/2 before August 1st and potty trained. 7am to 5:30

Pre-K 3: Age 3 to 4 years (must be 3 years before August 1 of any given year and must be potty trained) 7am to 4pm

Pre-K 4: Age 4 to 5 (must be 4 years before August 1st of any given year and be potty trained) 7am to 4 pm

Kindergarten: Age 5 to 6

1st & 2nd Grade: Age 6 to 7, 7 to 8

3rd & 4th Grade: Age 8 to 9, 9 to 10

Before and After-School Pre-K 3 through 8 years of age - After School Program 3 pm to 5:30pm (Lead teachers may be off campus)

Learning programs in Kindergarten- 4th grade classes begin at 7:45 a.m and end at 3:00 pm. Arriving late to school is a disruption to the other children and the structure of the class. It is difficult to make up work for a tardy child while keeping the rest of the class on track. Arriving after 8:00 a.m. is not acceptable unless the tardiness is due to a doctor's appointment and the school office was notified in advance. A doctor's note will be required upon arrival.

The Department of Human Services requires all Pre-K students to have a daily rest time of at least 1 hour (not more than 2). No Child will be accepted for drop off during rest time. Quiet time in our facility is 11am to 2pm daily so each class may have rest time. If you have a doctor's note and want to drop your child off during these hours, please, do so before 11am or after 2pm. The interruption could wake up other children who are resting and it is also exceedingly difficult for your child to be dropped off in a darkened class with no activity. There will be NO exceptions to this policy.

After Hours Pick-Up

If your child is picked up after 5:30 p.m. a late pick-up fee will be charged: **\$5.00 for every minute (per child)**. Two staff members are required to remain with the child. Regardless of the reason, the late fee must be assessed to pay the staff's overtime. **Dismissal will result if a consistent pattern of late pick up continues.**

Separation from Parents

The process of separation from the parent as the child enters and attends school is one of the most important accomplishments of the child and his/her parents. Arriving at school can be an exciting, but difficult moment. Children may appear eager, but suddenly balk when you start to leave. Separation anxiety is normal and reduces when treated lovingly yet "matter of fact". A few suggestions are to allow your child to accompany you on initial visits. Offer your child a transitional item to bring to keep in their cubby (Pre-K Only). Prolonging a goodbye gives the child reason to think they should be distressed. Once you decide to leave, hug the child quickly and say your goodbyes and depart. It is important to do this without giving in to the temptation of staying if they begin to cry. Avoid remaining at the entrance doors or at classroom windows to view them because it conveys an expectation that the child will cry. They will feel this apprehension and respond as you fear. Sometimes it is helpful if someone different brings the child to school if difficulty continues. Separation issues usually last only about two weeks.

Brightwheel

Brightwheel is an app that you must download for financial and communication purposes. We will get you connected with this upon enrollment. The app allows you to communicate directly with your teachers and the Director. School News is posted on this app along with any closings, events, etc. ***It is a parent's responsibility to check Brightwheel regularly to know about events, closures, class information****

Sherwood Christian Academy CLOSINGS

SCA closes annually for the following Breaks and Holidays: Good Friday, Memorial Day, Independence Day, Labor Day, week of Thanksgiving, Winter Break and Spring Break. One day in May for graduation to be determined. We will close a week in June, to be determined. Two days in August before School starts to be determined. Actual closing dates may vary if the Holiday occurs on a weekend a notice will be sent to parents. There are NO tuition discounts for closings. Other closings will be announced as needed.

Inclement Weather Policy

Bad weather closings normally coincide with inclement weather closings of the Pulaski County Special School District (snow, ice, severe). Sherwood Christian Academy may choose to only delay opening due to snow or ice when the roads are too hazardous for driving in the early morning. A message will be left on the voicemail 501-833-2277, on Sherwood Christian Academy facebook and an announcement will be attempted over local TV stations. ***No tuition refund or reduction is possible when closed for inclement weather.***

Outside Play

DHS Licensing mandates that children are to have at least 1 hour of outside play per day as weather permits. No child is allowed to miss this and stay in the office or with another class during this time. If a child has been ill and needs to be kept indoors, it is expected that the child be kept at home until he is able to participate in all of the activities of the program. Children and teachers do not go outdoors if the temperature (wind chill or heat index) is below 40 degrees or over 90 degrees.

Illness and Accidents

CLASSES DEPEND ON YOU TO HELP MAINTAIN WELLNESS. Upon arrival, each student's temperature is taken. Next, students wash their hands before entering the classroom. This will help alleviate bringing outside germs into the classroom. Teachers will continue to observe children upon arrival for injury or symptoms of illness. **Please DO NOT send your student to school if you suspect illness or symptoms of illness are present.**

Children with symptoms such as a fever of 100.4 degrees, severe cough, vomiting, or diarrhea will be sent home. A wellness form will be filled out and sent home with parents regarding wellness policy. Please see Pandemic regulations which are included herein.

Children cannot return to school until symptom free for 48 hours (without the aid of fever reducing medicines), unless a physician relays that the illness is **non-contagious** (such as ear infections, etc.). Parents will be notified when a child has been exposed to a communicable disease within the school. Parents must also notify the school when children are exposed to a disease outside the school. Teething symptoms may include loose stool or low-grade fever. However, if a temperature reaches 100.4 degrees, they vomit or have 3 loose stools, parents will be contacted to pick up the child.

Each child must have emergency information and treatment authorization on file. This is a licensing requirement from DHS.

Medications

Children on medication must be healthy enough to take part in all areas of the program. Medication forms must be completed. **Medications cannot be left in backpacks, bags, etc. due to endangering all children (includes teething gel, creams or any topical medications).** All medications will be kept in a locked area and require the original label or prescription with the name of the medicine, the child's name and dosage instructions (extends to non-prescription drugs also). Refrigeration for medication is available. Students with allergies or asthma that require the use of inhalers or epi pens must include an action plan from your child's healthcare provider.

Child Safety Protocol Regarding Administration of Over-The-Counter Medicines (Tylenol, Motrin & Cough Medicines, etc.)

Sherwood Christian Academy does not administer over the counter medicines (OTC) including Tylenol and Motrin, etc. to children under 30 months, without a specific note from their Dr. w/ dosage instructions for each illness/event. We do not provide OTC Tylenol, Motrin, etc. Parents must provide OTC medication and a medical administration form must be signed.

Immunizations

The laws of the State of Arkansas and the Department of Human Services require the following immunizations for all children enrolled in school:

DPT/DTAP	Polio	Pneumococcal	Hepatitis B
Measles, Mumps, Rubella (MMR)	Hib	Hepatitis A	Varicella

A shot record is required on or before your child's first day of attendance. To maintain enrollment, children must have an up-to-date immunization record on file. Parents are responsible for obtaining immunizations for their child by the due dates and returning the new immunization record to the SCA office.

Class and Teacher Assignments

The Director assigns children's classrooms and teachers according to factors such as Kindergarten year based on age, developmental abilities, and personalities of the children and teachers, etc. A child may be moved from one class to another at the Director's discretion. See below regarding starting age.

Approved Arkansas Bill 217 is now Arkansas Act 462

A child must turn 5 by August 1 to start Kindergarten.

Grading System

Our grading system is as follows for Kindergarten through 4th grade:

90-100 A
80-89 B
70-79 C
60-69 D
59-0 F

Any missing work due to absence/illness will be at the discretion of the teacher as to whether it needs to be made up. Please feel free to call our office if your child has missed excessive days due to illness or unforeseen family situations.

General Dress Code Guidelines

The administration will make decisions as to the acceptability of student dress and will reserve the right to ask any student to change into appropriate clothing.

- No frayed, ragged, oversized or sagging clothing permitted
- Socks or tights should be worn with shoes
- Closed toe shoes that are secure to the foot are necessary to your child's safety.
- Girls may not wear cosmetics. Small earrings are acceptable.
- Boys may not wear cosmetics. Small earrings are acceptable. Absolutely No dangling earrings.

- Ball caps/hats may be worn outside only. Any logos or markings on caps/hats must be in good taste and in keeping with the school policies.
- Students should not wear any attire or hairstyle that would draw undue attention to themselves. Administration will have the final decision as to whether a hairstyle is acceptable. Long hair must be clean, groomed and neatly pulled away from face. No unnatural hair color is acceptable.
- No tattoos, no exceptions
- All shirts must be full-length, no crop tops.
- No t-shirts allowed with any political or offensive pictures or words, no exceptions

Supply List and Fees:

A classroom fee is assessed at time of enrollment. Teachers will post a supply list to be purchased at the beginning of the school year. Also our summer program will have a fee for the activities we will do all summer.

Donations

Sherwood Christian Academy welcomes donations of gently used clothes including shirts, pants/shorts, and socks (to use when children have accidents), gently used toys and books.

There may also be times when we send a letter home asking for a specific size of gently used clothes if we know of a child that is in need. This is a wonderful way we can minister to others and show them the love of Jesus.

Fundraisers are held from time to time to assist in improvement to our programs.

Lunches/Snacks

A nutritious, hot lunch and two snacks are provided daily that meet (or exceed) DHS regulations for daily requirements of food groups. Fast food lunch is not allowed unless provided for the entire class and arranged in advance with our office.

No outside food or drinks will be allowed in the mornings at drop off as it creates confusion among the children. Please note: We stop serving morning snack at 8:30 am. If your child is brought in after 8:30 am the next food served will be our hot lunch.

Food allergies should be noted on enrollment forms and also verbalized to the office and teachers. SCA will provide a monthly menu and also notify of any menu changes. Families are to provide alternative meal choices. Severe food allergies may not be manageable by the program therefore, voiding the enrollment opportunity due to the level of risk to the child and the center.

Parent/Teacher conferences will be scheduled throughout the year and parents will be notified by email, note, Brightwheel or Class Dojo. A reminder of upcoming events will be in the parent newsletter or on Class Dojo. If the need arises before the scheduled conference parents should notify the office and a conference will be scheduled. It is expected that adults NOT discuss problems concerning children in front of them. Children are not allowed to attend conferences.

Children's Birthday Celebration

Birthdays may be celebrated during snack times. Advanced arrangements must be made with the teacher. Items brought to celebrate should be simple such as cupcakes or cookies and juice boxes. No balloons are allowed due to the potential choking hazard. No gifts are allowed. Off-campus party invitations can only be passed out if for the whole class. No exceptions will be made for these policies.

Consent to Photograph your Child

Your privacy is important to us. Our new security system utilizes security cameras of the playground and parking lots as well as building entrances. Throughout the year we have special programs, class parties and open house events where video and/or photographs may be taken of the children and their activities by Sherwood Christian Academy staff and/or parents. Children enrolled will be in photographs and videos and on surveillance videos. By enrollment you are giving Sherwood Christian Academy permission to photograph your child. It is understood that once these pictures are released, the center is held harmless of any claims and liabilities resulting from displaying these images.

Initials

Cease of Enrollment

If a family voluntarily withdraws, two weeks notice is required. Refunds of unused tuition shall be given only if two weeks notice has been given. Payment will be expected for the two weeks of a child's notice or in the absence of notice parents will be billed for these two weeks.

SCA can terminate the enrollment agreement for reasons not only limited to the following:

1. The child's account is delinquent on an ongoing basis
2. Failure of the parent/guardian to honor the obligations listed in this handbook or in any rules, regulations, or manuals provided by the school.
3. Any parent who openly demonstrates to students, teachers or other parents a lack of support for school policies and is undermining the school and its faculty, hindering its effectiveness and jeopardizing the enrollment relationship.
4. Ongoing or extended illness
5. Ongoing late pick-up of child(ren)
6. Children who intentionally run and hide from staff or teachers. This is a violation of licensing with DHS and is not tolerated.
7. SCA determines that it is unable to meet the needs of the child or that it is not in the best interest of the program to have the child in attendance
8. Sherwood Christian Academy reserves the right to suspend and terminate enrollment contracts of any child whose behavior presents a threat to the safety and well-being of others or to our program.

Aggression and Biting

Biting and aggression are normal developmental mishaps but are taken very seriously and patterns of aggression must be addressed. SCA has established procedures of how staff will address biting and aggression. The child will be separated from the group and the injured child will receive immediate attention. When appropriate, the aggressive child will be included in the comforting process of the injured child to encourage empathy. The Director assesses biting and aggression records for patterns of aggression from or to any single child and will act accordingly. If normal methods do not deter aggression, SCA will accelerate the steps to include sending a child home for the remainder of the day. This is not to punish or discipline the child (or family) but to protect the class of children continuing to be exposed to aggression or biting. SCA will make every effort to maintain an aggressive child, as it is usually a short stage of development that decreases with increased verbal skills. If biting or aggression stays at a high-level dismissal will result.

Discipline Policy for Kindergarten - 4th Grade

Areas of Offense

Areas include any behavior or display in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. The following is a list of general offenses:

- Disrespect to teachers, administration, or any other person
- Continuously talking without recognition, or interrupting the teacher
- Writing or passing notes, throwing objects, chewing gum
- Excessive noise, disorderly conduct in restrooms, hallways, lunchroom, playground, or classroom
- Fighting, lying, cheating, stealing
- Tampering with school equipment
- Use of profanity or vulgarity
- Sexual misconduct (this includes words and/or actions)
- Cheating on school work/tests

Elementary Discipline Procedures

Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Phone call to parent
- Parent/teacher conference
- Written letter sent home

A major offense or any repeated minor offense (after above steps have been taken) results in an administrator referral. The administrator will have the following alternatives:

- Spiritual counseling and one or more of the following:
- Loss of privileges

- Out-of-school suspension
- Expulsion

Time-Out

Time out can only be used for children two-years of age through school age. The time limit for a child in time out must be no more than the child's age in minutes. For example, If a child is two years-old they can only be made to sit in timeout for no more than two minutes.

Progressive Classroom Discipline

Discipline techniques are examples to be used with children and are not the "end all" of discipline possibilities. There are exceptional situations for everyone. This is to give everyone the same information base to build from. Consequences should fit the severity of the behavior.

The following steps and techniques will accomplish this goal:

1. **Ignoring** – To be utilized as a teaching tool to help children learn to solve their own problems when a small situation between classmates presents. This technique means that the teacher notices that the situation is present, they are close by, unobtrusively listening and observing, ready to intervene with distraction, redirection or more, should the situation call for it. Ignoring as a behavior technique does not mean we are not listening or supervising.
2. **Distraction** – The teacher changes the subject content or the activity to a more appropriate subject or activity.
3. **Redirection** – Teacher redirects or addresses unacceptable choices of behavior and asks for acceptable ones.
4. **Time Out** – The teacher goes to the child and asks them (in a calm, quiet voice tone) to be separated from the group to a designated quiet area to allow for refocusing themselves so that they can then return to the normal functions of the class. This refocusing period of time will not be more minutes than the child's year of age (i.e. 7 years old would not be more than 7 minutes, etc.). Before a child rejoins the group, Teachers are expected to talk with them to clarify the need for the refocusing time and ask the child what different choice they could have made that would have avoided the time out.
5. **Notes to Parents** – Most choices of misbehaviors are in a range we call normal behaviors and can be managed by above steps and would not result in a note to a parent about "Normal Childhood Behavior." If a pattern of these behaviors continues or if a behavior choice is out of bounds of the expected or tolerated choices of Early Childhood or Elementary age students a note can be sent home to the parents by the teacher.
6. **Daily Folders** – In the event there are behavior issue(s) we will communicate daily with parents, to make them aware of current classroom situations, behaviors, etc. We use this technique so we may be in unity with one another and be a positive reinforcement both at school and home. A meeting for a plan of action will be set up and implemented to benefit the child, their families and the staff.
7. **The Director/Administration** (or other management staff) – If a child's behavior choices result in a risk to the safety of the environment, is part of an ongoing pattern of behavior, or is seriously out of bounds they will be sent to the Director for a consultation. This meeting will either result in a note home from the Director or a phone call to the parent with the child present. An additional conference with parents may be requested without the child present.

WE DO

Communicate to children using positive statements.

Communicate with children on their level.

Talk with children in a calm, quiet manner.

Have the children apologize for their behavior. Forgiveness feels good. 😊 Using our words with each other helps them to improve social and emotional skills that will become a part of their adult life. Example: Child 1: It hurts me when you hit me

Child 2: I apologize for hitting you.

Child 1: Okay.

Child 2: Please forgive me.

Explain unacceptable behavior to children.

Give attention to children for positive behavior.

Praise and encourage the children.

Reason with and set limits for the children.

Apply rules consistently.

Model appropriate behavior.

Set up the classroom environment to prevent problems.

Use storybooks, skits and puppets to work through common conflicts.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate school enrollment/child-care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Sherwood Christian Academy will inform the child's family and help them make contact with DHHS or PCSSD for assessment and assistance. DHHS and PCSSD offers OT, PT and Speech therapy free to children enrolled.

Computer Software

Upon enrollment, we enter this information into our child-care computer software program to use as our contact information for your child(ren). When your child needs you, we will call the **Primary contact** first and then move on to the **Secondary contact** (if listed), followed by the **Contact List** (in the order given) from the enrollment application. We must have at least 3 emergency contacts.

The information provided on this form is the only information we have to contact you when your child needs you or if there is ever an emergency. Parents must update the office for changes of information.

Custody & Pick-Up Issues

By law, we cannot restrict parental rights, UNLESS we have documentation of file (court order, birth certificate showing they are NOT a legal parent, etc.), legally restricting a parent's rights from visiting the school, picking up the child, requesting notes, conferences, bills, child behavior information, etc.

- A. The school requires all custodial parents to be listed on enrollment paperwork.**
- B. If legal custody does change, a copy of the court ordered paperwork defining this change must be provided to the school office before Sherwood Christian Academy records and action steps change.**
- C. If there is JOINT Custody, both custodial parents are to be listed. The primary pick-up parent should be listed first.**
- D. If there is JOINT Custody but one parent is "not in the picture" (lives out of town, etc.), they must still be listed so we can denote their custody rights as well.**
- E. In the event there is an emergency, we will call the 1st and 2nd pick-up parent. If neither can be reached, we will then go to the Contact List (in the order listed).**
- F. It is Sherwood Christian Academy's position that payment for services must be rendered in a timely manner. The school cannot carry overdue balances into the next payment period. No matter who was "supposed to pay," partial payment or lack of payment jeopardizes your child's enrollment.**
- G. Our goal is to increase safety. We are not the "judge" and are not able to "take sides." We cannot provide additional security or take additional time documenting special precautions or communications, etc. as it lowers the time left to care for your child. We must focus on safety for all the children by avoiding emotionally charged communications and crisis at the center. We will take the same measures with all families enrolled.**

Christian Faith Statement

Sherwood Christian Academy is a community of Christian believers whose purpose is to educate students in biblical principles. We strive to maintain Christian beliefs and principles here at our school based on the belief that Jesus Christ is our Lord and Savior and He died on the cross to save our sins. We work in harmony with our staff, administration and parents to "train up a child in the way he should go" (Proverbs 22:6) and "I have no greater joy than to hear my children walk in truth" (3 John 1:4)

The two great commandments we use as a biblical foundation are "Love the Lord your God with all your heart and with all your soul and with all your mind," and "Love your neighbor as yourself" (Matthew 22:37-40) Jesus himself perfectly demonstrated this pattern. We strive to live as an example of Jesus Christ and to be an example to our students. We expect all of our staff, administration, parents, volunteers and students to show Christ-like behavior during all school activities, on and off campus.

Sherwood Christian Academy does not discriminate based on race, color, nationality, age and disability. We admit and retain students based on the academic and behavioral performance of each student. As a religious organization, Sherwood Christian Academy will exercise its position as a religious organization in the admissions, enrollment, or any other category if we feel that it will cause confusion and conflict in relation to our religious beliefs. Any final decisions as to an admission or termination will be made by the Owners, Administration and Board of Directors based on the standards we hold as true and doctrinal as per the Holy Bible. Any noncompliance of these values towards the beliefs and standards will be taken before the Owners, Administration, and Board of Directors to establish a final decision on continued enrollment or termination.

Human Sexuality and Marriage

We profoundly believe that God created each human to pursue intimacy first with Him and that He then calls some to pursue marriage, and others to live a life of singleness. We believe that God created people in His image and chose to give humans a partner with whom to reproduce and inhabit the earth. Thus God created Adam and Eve, as referred to in the Holy Bible. By creating two distinct genders, male and female, and that intended biological gender is determined at the time of birth. God created the divine institution of marriage; a covenant relationship between one man and one woman. He calls for all husbands and wives to have sexual fidelity within this covenant. We believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and certainly undermine the way God created us and called us to live.

Our position regarding sexuality and marriage applies to all policies in the Sherwood Christian Academy community. We require all community representatives and participants to live in accordance with our community beliefs regarding human sexuality and marriage.