

SHERWOOD CHRISTIAN ACADEMY
Elementary
Parent Handbook
2026-2027



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 kindergarten. 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. 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. The center 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, 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.

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

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 curriculum is 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 – 10. 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, 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 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.

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 center is unsure they will verify pick up changes by contacting parents. For safety, the center 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 Center.

Sherwood Christian Academy takes a concerned but neutral stance and focuses on the best needs of the children in the center. 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 center). However, ongoing parental conflicts and frequent changes to authorized pickups of a child can lower the center'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.**

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 the Center.**
- *The Center 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 Enrollment Form

You will be given a form to fill out that allows us to automatically debit your tuition on an agreed upon term. Please be sure to include a valid email address. Please 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. The center operates as a school and plans a structured schedule and curriculum daily. Part-time care is available until 11:30 daily.

Freshman/Sophomore

Age 3 years – (must be 3 before August 1st and potty trained. 7am to 5:30

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

Senior: 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 (must be 5 by August 1st)

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 center was notified in advance.

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.**

Brightwheel

Brightwheel is an app to download for communication between Sherwood Christian Academy and each classroom. We will send an invite to you to download Brightwheel 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 VITAL that you enable notifications on Brightwheel. All of the messages from administration are posted on this app.

Sherwood Christian Academy CLOSINGS

Center 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. Three 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). 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. Brightwheel is our main source of communication for these events. ***No tuition refund or reduction is possible when closed for inclement weather.***

Illness and Accidents

CLASSES DEPEND ON YOU TO HELP MAINTAIN WELLNESS. **Upon arrival, Parents are asked to wash their children's 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.

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 aide 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 Center. Parents must also notify the school when children are exposed to a disease outside the Center. Teething symptoms may include loose stool or low-grade fever. However, if a temperature reaches 100.4 degrees (per age of child) or 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, diaper 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 Center office. A letter of immunization exemption is also acceptable.

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. However, SCA will take certain circumstances into consideration, based on the child's birthdate and academic readiness in deciding if the student is ready for kindergarten. No scholarship is available for those who start kindergarten early.

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.

Dress Code:

DRESS CODE The Bible commands the Christian to do “all to the glory of God” (I Corinthians 10:31). In today’s society, this command has a special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “test all things, hold fast what is good, abstain from every form of evil” (I Thessalonians 5:21-22). The Christian is to have regard for things that are “pure... of good report...of virtue...and praise” (Philippians 4:8). These commands have a practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes. The school requests that parents also follow these principles when coming onto the school campus at any time. General Dress Code Parents are responsible for sending their children with correct dress and grooming. Determination of dress code violations will be the responsibility of the administration.

The following guidelines apply to all dress code categories - School Uniform, Casual, Recreational, and Dressy/Performance for grades K5 through 5th grade.

GIRLS Hair and Miscellaneous

- Neatly groomed, conservative style and color
- Extreme hairstyles are not permitted.
- Hairpieces may not be worn unless medically necessary
- No more than one earring per ear and it must be in the earlobe.
- Tattoos (including temporary) and body piercings are not permitted.
- Caps and hats should not be worn unless the administration gives specific approval.

BOYS Hair and Miscellaneous

- Neatly groomed, conservative style and color.
- Length: not completely covering ears or touching collar or eyebrows
- Extreme hairstyles are not permitted.
- Caps or hats may not be worn unless the administration gives specific approval.
- Earrings, tattoos, and body piercing are not permitted. Students who do not comply with the hair code policy will be given a seven-day warning. After the seven day warning, students will not be allowed to return to school until they have complied with the hair code policy. Final approval is left to the discretion of the principal.

School Uniform Dress Code GIRLS Dress/Jumpers/skirts

- Pants and jogging suits are not permitted underneath jumpers/dresses.
- Solid leggings of white, red, blue, or gray are permitted underneath jumpers/dresses
- Girls may wear plaid, navy or khaki jumper/skirt with a uniform or peter pan blouse.

Shirts

- Long or short-sleeved solid-color polo shirts with two or three buttons must be worn with pants, shorts, and skorts
- Shirts must be tucked in at all times.
- White long-sleeved shirts may be worn under short sleeve shirts. There should be no writing on the sleeves. These must be worn with a uniform polo underneath.

Pants

- K5 through 5th grade girls must wear navy or khaki style (ankle length). Hip huggers and low riders are not permitted
- Pants must be neatly hemmed without tears or slits at the bottom hem.
- They may not have any loops or pockets on the outer leg of the pants.
- Pants and shorts with belt loops must be worn with a belt.
- No sash, chain, or scarf belts are allowed.
- Jackets may be left at school with a name and grade on the inside for identification.
- K5 through 5th-grade girls must wear navy or khaki-style shorts.
- Skorts fall under the same guidelines as skirts. The skirts need to be of appropriate length and must be worn with shorts or leggings underneath.

Shoes for Girls

- Flip-flops, sports sandals, crocs, house shoes, light-up shoes, or Berkenstock-type shoes are not permitted
- All students must wear closed-toed with an enclosed back shoes or tennis shoes
- Socks must always be worn with all shoes.
- Shoes with laces must be tied.

Leggings/Socks

- Knee or ankle length. Socks should be no more than two colors with no emblem or logos.
- In case of cold weather, tights or leggings may also be worn under skirts in red, white, gray, or navy

BOYS Shirts

- Long or short-sleeved red, white, or navy polo-style shirt must be worn with pants or short
- Shirts must be tucked in at all times.
- White long- sleeved shirts may be worn under short -sleeve shirts. There should be no writing on the sleeves.

Sweaters / Jackets • Shorts / Pants / Belts

- K5-5th grade boys must wear navy or khaki style pants or shorts
- K5 boys may wear non-belted elastic waist navy or khaki uniform pants and shorts.
- If pants have belt loops they must be worn with a belt.
- Pants and shorts must be neatly hemmed without tears or slits at the bottom hem.

Shoes for Boys

- Socks must be worn with all shoes or boots.
- Flip-flops, sports sandals, crocs, house shoes, light-up shoes, and Berkenstock-type shoes are not permitted.
- *All students must wear closed-toed with an enclosed back shoes or tennis shoes
- Socks must always be worn with all shoes.
- Shoes with laces must be tied.

Show and Tell

Items are to be brought ***only*** on the day planned by the teacher. Personal toys can create a sharing problem. Valuable items, contraband, or guns are inappropriate. Transition toys will be placed in the child's cubby for safekeeping after the drop off transition subsides.

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

Lunch options are chicken nuggets on Wednesdays (extra charge), Pizza on Fridays (extra charge), and sandwiches or corn dogs the other days (extra charge). NO afternoon snacks are provided.

Food allergies should be noted on enrollment forms and also verbalized to the office and teachers. The center 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 center 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 text, note or Brightwheel. 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 Parties

Birthday parties can occur during snack times by advance arrangements with the teacher. Parties should be simple such as cupcakes or cookies and juice boxes. No balloons are allowed due to the potential choking hazard. No presents please. Off-campus party invitations can only be passed out if for the whole class.

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, please see Withdrawal Policy:

WITHDRAWAL/REFUND POLICY

- IF ENROLLMENT IS CANCELLED IN WRITING PRIOR TO APRIL 1, the parents or guarantors forfeit the non-refundable, nontransferable registration fee.
- IF ENROLLMENT IS CANCELLED IN WRITING AFTER APRIL 1, AND PRIOR TO THE FIRST DAY OF SCHOOL, parents or guarantors are obligated to pay 1/10 of the yearly tuition amount, and the forfeited non-refundable, non-transferable registration fee.
- IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF SCHOOL AND PRIOR TO THE END OF THE FIRST QUARTER, parents or guarantors are obligated to pay for the entire first quarter and the forfeited non-refundable, nontransferable registration fee.
- IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF THE SECOND QUARTER, parents or guarantors are obligated to pay for the second quarter and the forfeited non-refundable, non-transferable registration fee.
- IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF THE SECOND SEMESTER AND PRIOR TO THE END OF THE THIRD QUARTER, parents or guarantors are obligated to pay for the third quarter and the forfeited non-refundable, nontransferable registration fee.
- IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF THE FOURTH QUARTER, parents or guarantors are obligated to pay for the fourth quarter and the forfeited non-refundable, non-transferable registration fee

The Center 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 Center.
3. Any parent who openly demonstrates to students, teachers or other parents a lack of support for Center policies and is undermining the Center, hindering its effectiveness and jeopardizing the enrollment relationship. This includes making negative or derogatory remarks on any of our social media posts, or commenting on other posts.
4. Ongoing or extended illness
5. Ongoing late pick-up of child(ren)
6. Children who intentionally run and hide from staff or teachers.

7. The center determines that it is unable to meet the needs of the child or that it is not in the best interest of the center to have the child in attendance
8. Sherwood Christian Academy reserves the right to suspend and terminate care contracts of any child whose behavior presents a threat to the safety and well-being of others or to our program.
9. Any parent who is disrespectful to the SCA staff or Administration may be dismissed from our program.

Discipline

DISCIPLINE POLICIES

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, SCA adheres to the following philosophies:

- The responsibility and authority to discipline comes from God (Ephesians 6:1-4).
- Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (Proverbs 3:11-12).

DISCIPLINE POLICY EXPECTATIONS

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility for doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct with respect to recreation, social relationships, and language

THREATS OF VIOLENCE WITH INTENT TO HARM

Parents should understand that the school's first responsibility is the protection of all students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, to a school function, or has a weapon on his/her person, the school will suspend or expel the student. Parents are advised that the school will contact the local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or expelled for possession of a weapon on school premises or at a school function. Possession includes but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle. If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member that the threat was made against. The school will also report the threat to the appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

THREATS OF VIOLENCE WITHOUT INTENT TO HARM

In those circumstances in which the school determines that the threat is likely, not credible, the school may suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted

to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

SCHOOL RULES

Students can receive better education in an environment that is free from conflict, distraction, intimidation, and various other influences that result from students' misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint him/herself with the school rules and to strive to become a positive role model. Prohibited conduct may include, but is not limited to the following

- Disrespect of the rights and property of others and the authority of all teachers and staff
- Fighting or hitting
- All students have the right to attend school without fear of bodily harm
- Bringing items such as cards, games, toys, media devices (unless to be used in class and excluding cell phones), questionable literature and music, skateboards, matches, lighters, any type of weapon including but not limited to a knife, razor, ice pick, explosives, guns of any type (including toy guns), lasers or any other object that can be considered a weapon or dangerous instrument
- Possession of fireworks on school grounds or during school activities
- Defiant or hostile attitudes
- Profanity, slang, or other language deemed offensive, whether verbal, written, or gestures. This includes unkind or degrading words toward others.
- Horseplay, shooting spit wads, or any other activity that is contrary to a stable learning environment or any other behavior deemed by the school as unacceptable
- Leaving school grounds without permission
- Tampering with school equipment or destroying another's property in any manner (Parents will be financially responsible for all damages incurred)

CELL PHONES

Cell phones are not permitted at SCA.

PLAYGROUND RULES

To avoid accidents, there must be guidelines to help students know what behavior is safe.

- Students should stay in the assigned playground area and may not leave that area unless supervised by teachers. If a child is being called for by parents, the parent should make sure the teacher is aware the child is leaving and must sign him/her out through the office.
- Tackle football is not allowed. All group games such as touch football, tag, dodgeball, or any game that requires student contact must be refereed by teachers.
- No hard balls, wooden or aluminum bats are allowed on the playground.
- Students may not ride on each other's backs, or play fight, wrestle, etc.
- ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC. This could injure eyes and warrants a visit to the principal's office. Children who do not obey the rules will not be allowed to participate in the activity for a time. If disobedience persists, children will be dealt with by the administration and may receive a suspension or expulsion.

SCHOOL MINOR AND MAJOR OFFENSES

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

3. Loss of privileges
4. A phone call to parents
5. A written letter sent home
6. Parent/teacher conference

Major offenses or any repeated minor offense (after above-stated steps have been taken) result in a principal referral. The principal will have the following alternatives:

- Spiritual counseling
- Loss of privileges
- In school suspension
- Out-of-school suspension
- Expulsion It is at the decision of the lower school principal if the major offense requires suspension or expulsion. For any repeated minor offenses, major offenses, or suspensions, students will be automatically referred to the re-enrollment committee to make a decision on whether the student will be able to reenroll at SCA

DISCIPLINARY DISCIPLINE COMMITTEE (PRINCIPALS AND OTHER APPROPRIATE PERSONNEL) Any student discipline issue that rises to a Major offense (as outlined in the school's handbook) will be referred to the discipline committee for student repercussions. Once offense has occurred families will be notified in a reasonable amount of time of the occurrence. The committee will handle all facets of the disciplinary action, including visiting with students, others involved, faculty and staff until the narrative is clearly established. At the conclusion of the process the student receiving discipline, and their parents/guardians, will receive oral and written communication regarding the committee's decision. Any students receiving discipline from the committee will automatically be placed in the evaluation pool for continued reenrollment. Families will be notified of continued enrollment no later than June 1st.

CUSTODY AGREEMENTS

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 center, picking up the child, requesting notes, conferences, bills, child behavior information, etc.

- A. **The center requires all custodial parents 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 center before Amazing U Early Learning Center 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 center 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.**