

Sherwood Oaks Christian Church  
Weekday Preschool  
Student/Parent Handbook  
2022-2023

# Student/Parent Handbook 2022-2023

## Sherwood Oaks Christian Church Weekday Preschool

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### **Notice of Non-Discrimination Policy As to Students**

Sherwood Oaks Weekday Preschool admits students of any race, color, national and ethnic origin to our school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and enrollment policies.

### **Handbook Policies**

The policies of the Sherwood Oaks Weekday Preschool handbook provide guidelines to be observed by SOCC students, parents, faculty, and staff. The handbook is not considered to be a legal contract. Policies in the handbook are subject to change at any time without notice at the discretion of the Director and/or Board.

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## ***Mission Statement***

Sherwood Oaks Weekday Preschool is an outreach program designed to foster the spiritual, academic and social growth and development of your child.

## ***Who We Are***

SOCC Weekday Preschool began in 1987. Kindergarten was added to the preschool in 2011. Classes for ages 6 weeks up to age 2 were added in 2015. We currently have classrooms from 6 weeks to half-day kindergarten with multiple classrooms in each age group.

SOCC Weekday Preschool leadership consists of the following individuals:

Director: Marie Robertson

Infant/Toddler Coordinator: Kelly Pitner

In addition, we have an Executive Board, whose membership consists of leaders and staff from our church.

## ***Values of Sherwood Oaks Christian Church***

- We live like God owns everything.
- We mentor across generations.
- We think like everyday missionaries.
- We tell life-changing faith stories.
- We create fun, refreshing experiences.

## ***Philosophy***

SOCC Weekday Preschool is a ministry of Sherwood Oaks Christian Church. It is our desire to honor Christ in educating our young students in spiritual, academic and social growth. We are committed to meeting the individual needs of each student. We welcome families from beyond just our church community who value a Christ-centered curriculum.

## ***Arrival and Dismissal Time***

Before arriving at school parents need to temperature check their kids. Please remember anything over 100.4 is considered a fever.

The outside doors to our building will not open until 8:45 am. Families need to wait in your cars until the doors are open. All families will enter the preschool through door 4. Hand sanitizer will be at the preschool entrance. Everyone who enters the building needs to use this before they enter the preschool area. As you are leaving there are four exit doors available. Your exit door will be assigned by your classroom teacher.

Preschool hours are from 9:00 am until 11:55 pm. Students should not arrive before 8:45 am and should be picked up promptly at 12:00 pm. Kindergarten school hours are from 9:00 am until 12:55 pm. Students should not arrive before 8:45 am and should be picked up promptly at 1:00 pm. Lunch bunch will be from 12:00 pm until 1:00 pm. Students need to be picked up promptly at 1:00 pm.

With so many children, arrival and pick up needs to be consistent and orderly. All children will enter through the Kids and Families Entrance (Door 4). This door will be unlocked at 8:45 am. The entrance to the preschool hallway will not open until 8:45 am and then will be locked back up at 9:15 am. If you arrive after 9:15 am, you will need to ring the bell by the preschool door and someone will come let you in. There will be a fee charged after five late pick-ups. We recognize that things happen, but if you continue to arrive late for your child, there will be an additional fee charged. You will get one warning before the fee charge.

Coat hooks are near each classroom for your child's jacket or coat. Please put your child's name on their clothing. Your child's teacher will show you where to put your child's bucket.

Please walk your child to class. Look for announcements and communications from the teacher on the table outside your child's classroom.

Children should wear comfortable play clothes. We often use the playground and use craft supplies that might be messy. Good, sturdy shoes are great for running and playing.

Your child's teacher will tell you which door to use for pick up. Please line up your car in a single file line, display your name card in the window, and a teacher will walk your child out to your car and put them in. It is the parent's responsibility to ensure that the child's seat belt is properly secured before leaving the SOCC property. Please DO NOT get out of the car, but pull ahead to an empty parking spot to make sure your child is properly secured in his seat. If you need to pick up your child quickly, please park your car in a parking spot, and walk to the door where your child's teacher is standing. Please wait outside the pick up door and your child will be brought out to you. We are asking families to stay outside the building during pick up except for our 2's/toddler/nursery classes.

### ***Conduct of Students***

Children mature at different rates and exhibit different levels of social skills and disciplined behavior. The Weekday Preschool staff will make all reasonable efforts to work within each child's level of maturity. If a child's behavior is unreasonably disruptive to the class, the parent or guardian may be notified and requested to discuss with the Director the appropriate steps to ensure that the child is able to participate in the entire preschool program. If disruptive behavior continues, the parent or guardian may be requested to attend class with the child and assist in modifying the behavior. In extreme cases of disruptive behavior, the parent or guardian will be asked to withdraw the child from the SOCC Weekday Preschool program.

### ***Emergency Closings***

#### ***Severe Weather Conditions:***

The SOCC Weekday Preschool will post their closings and delays on our Facebook page and a school wide email will be sent. Individual classroom teachers will also send a notification via email or private facebook page.

In case of a delay, preschool will start at 11:00 am and will end at 12:30 pm. Lunch bunch will be from 12:30 pm until 1:30 pm. Kindergarten will start at 11:00 am and dismiss at 1:30 pm.

#### ***Other Emergencies:***

Other situations, including but not limited to electrical power failure, lack of water, lack of heat or air conditioning, or other situations which could

endanger the safety or health of children and employees, may result in SOCC Weekday Preschool being closed at the sole discretion of the Director. If this occurs your classroom teacher will contact you and it will be posted on our Facebook page.

## ***Enrollment Policy***

Sherwood Oaks Weekday Preschool enrolls students without regard to their race, color, national origin, or ethnic origin. Sherwood Oaks Weekday Preschool is a ministry of Sherwood Oaks Christian Church. Therefore, the school enrolls only those students from families who are willing to acknowledge and respect our faith and mission.

The school has very limited capacity and resources to address the needs of students with physical and learning disabilities. All enrolled students will be on probation for six weeks from the time they start school. SOCC endeavors to accommodate the needs of all children and will consult with the parent prior to enrollment to assess SOCC capability to meet the needs of the child within the limits of the preschool program and if enrolled, will make a further assessment after the six weeks period. This gives the teachers and Director a chance to get to know the students to determine if they have any behavioral, social or academic needs that are beyond the capabilities of our school.

## ***Current Students***

Parents of current students wishing to register for the next year should complete registration starting on February 1st to hold a space. The registration fee of \$100 must be paid when your registration is turned in. This is not a supply fee. It helps to defray the cost of field trips, shirts, buckets, scrapbooks, and special crafts. Your child's teacher will give you a short list of supplies to bring in the first weeks of school.

## ***New Students***

Beginning on February 16th new families may register for the following school year. The registration fee of \$100 must be paid when your registration is turned in. This is not a supply fee. It helps to defray the cost of field trips, shirts, buckets,

scrapbooks, and special crafts. Your child's teacher will give you a short list of supplies to bring in the first weeks of school.

### ***Waiting Lists***

Waiting lists are established when registration or enrollment requests exceed openings restricted by the school's class-size policy. Waiting lists are prioritized according to the order in which applications were received.

### ***Field Trips***

Permission is granted for all field trips when parents sign the permission slip. You will be notified of field trips in advance. Adequate adult supervision (teachers and parent volunteers) will be provided. Examples of field trips include visits to Wonderlab, a fire station, library, and BUGS. Children should be dressed appropriately for the planned field trip. Extra clothing items should be clearly marked to identify the owner.

### ***Fire Drills***

Fire drills will be held two times a year. Teachers will escort their students from their classrooms and immediately proceed to the designated safe area.

### ***Lunch Bunch (Monday-Thursday only)***

Lunch bunch is an optional opportunity for students to enjoy unstructured play and share fun-filled experiences with other students. In an effort to maintain a positive atmosphere, behavior of students during lunch bunch is consistent with the student conduct policy. Lunch bunch is offered Monday-Thursday only. You may purchase a semester pass from the Director's office or online.

Lunch bunch participants bring their own packed lunch clearly marked with your child's name on the outside. Please do not send candy. Lunches should be placed on the cart in the preschool hallway, and an attendance sheet should be marked by the parent.



A semester pass guarantees your child's spot in the program. Note that unused days on passes will not be refunded or rolled over to the next semester. The hour is filled with 30 minutes of unstructured play time in either the gym or outside and 30 minutes to eat lunch and listen to stories.

Prices do change from first to second semester simply because we attend more days in the second semester.

### ***Is your child too sick to come to school?***

- Uncontrolled cough or wheezing
- Diarrhea
- Fever greater than 100.4 degrees F.
- Cough with mucus secretion
- Vomiting
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Contagious illness (must be on antibiotics for 24 hours)
- Rash or Skin Irritation
- Sore throat

Students should be free from any of the symptoms listed above for at least 24 hours before returning to school. As a courtesy to the children in the class, please inform the Director if your child has a communicable illness so that we may watch for signs of illness in other children.

### ***Protocols for COVID-19***

- Parents, did you check for symptoms?
- Fever (100.0 higher) or chills
- Loss of taste or smell
- Muscle or body aches
- Newly developed cough
- Newly developed shortness of breath or difficulty breathing
- Newly developed sore throat
- Newly developed congestion or runny nose
- Newly developed nausea or vomiting
- Newly developed diarrhea

### Testing Positive:

- The day the child tests positive is day ZERO.
- Quarantine/Isolate for 5 days following day zero.
- Children can return to school on day 6 provided they have been fever-free for 24 hours without medicine and their symptoms are improving.
- When they return to school, they must wear a mask through day 10.
- If your child is 2 to 5 years of age and cannot correctly and consistently mask, they should isolate at home for 7 days and return on day 8.
- If your child is 23 months or younger and tests positive, they should isolate at home for 7 days and may return on day 8 if fever free for at least 24 hours and show improvement in symptoms.

### Exposure:

Close contacts will no longer be required to quarantine unless they develop symptoms.

### ***Parent/Teacher Conferences***

Parent/Teacher conferences are scheduled in the spring. If you wish to have a conference at any other time, please feel free to contact your teacher.

### ***Pledges***

Each morning we include these pledges as part of our morning circle time.

**American Flag:** I pledge allegiance to the flag of the United States of America and to the republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

**Christian Flag:** I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands: one brotherhood uniting all Christians in service and in love.

**Bible:** I pledge allegiance to the Bible, God's Holy Word, a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## ***Recess***

Students are expected to be prepared to go outside for recess each day. It is the parents' responsibility to ensure that students are dressed accordingly. Recess will be held indoors if it is raining, snowing, or too wet. We will continue to purchase age appropriate equipment and toys for our playground and gym as we continue to collect Box Tops for Education.

## ***Snacks***

Snacks are generously provided by you. Teachers will send out a monthly calendar to let you know what day to bring snacks.

## ***Allergies***

Some of your children may have allergies to specific foods or other allergens. We are happy to do our best to accommodate all food allergies but please be sure to contact your child's teacher with appropriate information. We do require each parent to fill out a Medical Alert/Allergy Report for any medical/allergy issues for your child.

## ***School News***

Your child's teacher will send a weekly newsletter. The Director will also distribute a monthly newsletter and calendar which will include school-wide information. It is very important that you watch for and carefully read these newsletters. They are among the most efficient means we have of communicating regularly with parents.

## ***Tuition***

Tuition payment is due the first day of each month. Payment is collected at your classroom teacher's sign-in table, the Director's office, or online at: [www.socc.org/weekdaypreschool](http://www.socc.org/weekdaypreschool). The tuition schedule starts the month of August through the month of April. There will be no tuition payment for the month of May.

2-day classes \$140 per month or \$1260 yearly  
3-day classes \$210 per month or \$1890 yearly  
4-day classes \$280 per month or \$2520 yearly  
5-day classes \$350 per month or \$3150 yearly  
Kindergarten class \$370 per month or \$3330 yearly

A late fee of \$5 will be charged per week if tuition is not paid by the first week of each month. There will be no reduction in fees due to extended vacation or illnesses.

Although the number of days in session varies from month to month, the tuition does not vary. Also, snow days that result in unscheduled school closings do not affect tuition. We make every effort to keep your costs reasonable. You will find that our tuition is less than that of many other preschools. We feel that the quality of our program and teachers is top notch, and salaries must be paid in spite of closings for bad weather.

### ***Infant/Toddler Information***

#### ***Tuition:***

1-day classes \$100 per month or \$900 yearly  
2-day classes \$200 per month or \$1800 yearly  
3-day classes \$300 per month or \$2700 yearly  
4-day classes \$400 per month or \$3600 yearly

Lunch Bunch is offered Monday-Thursday from 12:00 pm-1:00 pm on a space-available basis. Daily cost is \$6.

#### ***Supplies:***

You may either bring a diaper bag every day, or we will have cubby space available if you want to leave supplies in your child's classroom. Please make sure we have diapers, wipes, bottles, sippy cups, pacifiers, special blankets, and a change of clothes. Please be sure to **label everything**. If you choose to leave supplies in the classroom, your teacher will notify you when supplies are running low.

#### ***Bottles:***

All bottles, whether breastmilk or premixed formula, must be labeled with your child's name and date that the bottle is brought to class. A refrigerator is located between the infant and crawler classrooms for your convenience. We will not accept frozen breast milk, as it is too time consuming for the teachers to prepare when they have a room full of babies.

### ***Snacks:***

Snacks are generously provided by you. We are asking for donations of cheerios and puffs for our crawlers and cheerios and goldfish for our toddlers. We are, of course, happy to feed our babies and crawlers with whatever baby food you send in for them. Toddler parents may send an individual snack to go along with cheerios/goldfish if you'd like. **Please label your child's jar foods and snacks.** Our toddler teachers will also have a sign-up sheet available on the check-in counter and we invite you to bring in fresh snacks for the classroom from time to time. **If your child has a food allergy, please be sure your classroom teacher is aware of it.**

### ***Safe Sleep:***

We have cribs in our "sleep room" located between the infant and crawler/young toddler rooms and we follow safe sleep procedures.

### ***Safe Sleep Procedures***

- Use a firm sleep surface, such as a mattress in a safety-approved crib, covered by a fitted sheet.
- Do not use pillows, blankets, sheepskins, or crib bumpers anywhere in the baby's sleep area.
- Keep soft objects, toys, and loose bedding out of the baby's sleep area.
- Do not smoke or let anyone smoke around the babies.
- Make sure nothing covers the baby's head.
- Always place the baby on his or her back to sleep.

If you prefer that we put your child to sleep in a way that is not in accordance with these guidelines (on their stomachs, with a blanket, etc) you will need to sign a written document stating how you want us to put your child down to sleep.

## ***School Calendar***

The SOCC Weekday Preschool calendar follows the MCCSC calendar in regard to most school closings, seasonal breaks, and holidays. The following calendar does not include field trips and special events in classrooms:

August 1-12	Two weeks staff prep/Preschool (no school)
August 3	Staff Meeting
August 8	Nursery prep week begins
August 9	Kindergarten Orientation Day
August 10	First Day of Kindergarten
August 10	Orientation Day
August 11	Orientation Day
August 15	First Day of School
September 5	No School (Labor Day)
October 13-14	No School (Fall Break)
November 8	No School (Election Day)
November 21-25	No School (Thanksgiving Break)
December 19-January 2	No School (Christmas Break)
January 3	School Resumes
January 16	No School (Martin Luther King, Jr. Day)
February 20	No School (Presidents' Day)
March 13-17	No School (Spring Break)
April 7	No School (Good Friday)
May 2	No School (Election Day)
May 12	Last Day of School

