

Sherwood Oaks Preschool and Kindergarten

Kindergarten
Student/Parent Handbook
2026-2027

Sherwood Oaks Preschool and Kindergarten
2700 East Rogers Road
Bloomington, IN 47401
812-335-3847
<https://www.socc.org/preschool/>

Directors:

Michele Haun mhaun@socc.org
Vanessa Limbrick vlimbrick@socc.org

Kindergarten Teachers:

Emily Craig ecraig@socc.org
Stacy England sengland@socc.org

Notice of Non-Discrimination Policy
As to Students

Sherwood Oaks Preschool and Kindergarten (SOPK) 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 Kindergarten (SOK) handbook provide guidelines to be observed by 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.

Who We Are

Sherwood Oaks Preschool and Kindergarten 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. We expanded to the campus of SOCC Bedford who opened their doors in 2023.

Sherwood Oaks Preschool and Kindergarten leadership consists of the following individuals:

Preschool Director of Operations:	Michele Haun – mhaun@socc.org
Director of Curriculum & Instruction:	Vanessa Limbrick – vimbrick@socc.org
Director of Infants & Toddlers:	Kelly Pitner – kpitner@socc.org
Bedford Campus Director:	Karla Holck – kholck@socc.org
Kindergarten Teachers:	Emily Craig – ecraig@socc.org
	Stacy England – sengland@socc.org

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.

Mission Statement

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

Philosophy

SOK is a ministry of Sherwood Oaks Christian Church (SOCC). 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 our church community who value a Christ-centered curriculum.

Conduct of Students

Children mature at different rates and exhibit different levels of social skills and disciplined behavior. The Kindergarten 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 Directors the appropriate steps to ensure that the child is able to participate in the entire Kindergarten 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 Sherwood Oaks Kindergarten program.

Enrollment Policy

Sherwood Oaks Preschool and Kindergarten enrolls students without regard to their race, color, national origin, or ethnic origin. SOPK is a ministry of Sherwood Oaks Christian Church (SOCC). 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. SOPK endeavors to accommodate the needs of all children and will consult with the parent prior to enrollment to assess SOPK's 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-week probationary period. This gives the teachers and directors an opportunity to get to know the student and determine whether the child's behavioral, social, emotional, developmental, or academic needs can be appropriately supported within the resources and structure of our program.

If, at any time, the directors and preschool leadership determine that SOPK is unable to meet the needs of a student or that the program is not an appropriate fit for the student based on the school's available resources, staffing, or program limitations, the school reserves the right to discontinue enrollment. In such cases, families will be responsible for all tuition and fees through the last day of the month in which notice of withdrawal is provided.

Current Students

Parents of current students wishing to register for the next year should complete registration starting on February 2/Feb 19 to hold a space. The registration fee of \$125 must be paid when your registration is turned in. There is also a curriculum fee of \$150. It helps to defray the cost of field trips, scrapbooks, and special crafts. Your child's Kindergarten will give you a list of supplies to bring in the first days 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.

Arrival and Dismissal Time

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/kindergarten 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 let you in. As you are leaving there are four exit doors available. You can use the doors by the elevator, 5C - Playground, 5B - Playground, and 4 - Main Entrance.

Kindergarten school hours are from 8:45AM-1:00PM. Students should not arrive before 8:45AM and should be picked up promptly at 1:00PM.

Please walk your child to class.

Coat hooks are near the Kindergarten classroom for your child's jacket/coat and backpack. Please put your child's name on their items.

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.

Kindergarten pick up will be at Door 5 (Fellowship Hall). Please line up your car in a single file line, display your name card in the window, and the 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.

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.

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, and library. Children should be dressed appropriately for the planned field trip. Extra clothing items should be clearly marked to identify the owner.

Parent/Teacher Conferences

Parent/Teacher conferences will be scheduled by your classroom teacher in March. If you wish to have a conference at any other time, please feel free to contact your teacher.

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.

Fire Drills

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

Emergency Closings

Severe Weather Conditions:

The SOCC Kindergarten will post their closings and delays on our Facebook page and a school wide email will be sent.

In case of a delay, Kindergarten will start at 10:30AM 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 Kindergarten being closed at the discretion of the Directors. If this occurs, SOCC Kindergarten will post their closings and delays on our Facebook page and a school wide email will be sent.

Health

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 (please no open sores or pus)
- 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.

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.

Communications & Tuition

School News

Your child's teacher will send a newsletter and calendar. The Directors will also distribute a newsletter 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 in the Director's office or online at: www.socc.org/weekdaypreschool. The tuition schedule starts the month of August through the month of May.

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.

2026-2027 School Calendar

The following calendar does not include field trips and special events in classrooms:

August 4	Kindergarten Orientation
August 5	First Day of Kindergarten
September 7	No School (Labor Day)
October 15-16	No School (Fall Break)
November 3	No School (Election Day)
November 23-27	No School (Thanksgiving Break)
December 21-January 3	No School (Christmas Break)
January 4	School Resumes
January 18	No School (Martin Luther King, Jr. Day)
February 15	No School (Presidents' Day)
March 15-19	No School (Spring Break)
May 4	No School (Election Day)
May 20	Last Day for Kindergarten

Kindergarten Attendance Policy (Choice Scholarship Students)

Regular attendance is essential to student success. Consistent participation in classroom instruction helps children build academic skills, develop positive routines, and fully engage in the kindergarten experience.

Students enrolled in the Kindergarten program, including those participating in the Indiana Choice Scholarship Program, are expected to attend school regularly and arrive on time each day. Parents should notify the school office and teacher when a child will be absent.

Excused Absences

Absences may be considered excused for reasons such as:

- Personal illness or injury
- Medical, dental, or therapy appointments
- Family emergencies
- Bereavement
- Religious observances
- Other circumstances approved by school administration

The school may request documentation for extended or frequent absences.

Chronic Absenteeism

The Indiana Department of Education defines chronic absenteeism as a student missing **10% or more of the school year for any reason, including excused absences**. Students who reach or approach this threshold may be subject to additional attendance review and intervention by the school.

Excessive Absences

When a student's absences become excessive, whether excused or unexcused, the school may:

- Contact parents to discuss attendance concerns.
- Request supporting documentation.
- Schedule a parent conference.
- Develop an attendance improvement plan.

- Review whether the student is able to successfully participate in and benefit from the educational program.
- Require additional documentation for ongoing or extended absences.

Families should be aware that excessive absences may negatively impact academic progress, classroom participation, and readiness for future grade levels. When attendance patterns interfere with a student's educational progress, the school reserves the right to meet with parents to determine appropriate next steps and supports for the student.

Partnership with Families

We recognize that illnesses and family circumstances occur. Our goal is to partner with families to support student success. Parents are encouraged to communicate proactively with the school regarding any attendance concerns, extended illnesses, or circumstances affecting a student's ability to attend regularly.

Because attendance records may be subject to review as part of participation in the Indiana Choice Scholarship Program, families are expected to maintain open communication with the school regarding student absences and provide documentation when requested.

Guns and Weapons

Our insurance stipulates that all persons on the Sherwood Oaks properties are prohibited from carrying, displaying or using any firearms or weapons of any kind (except for law enforcement or trained security individuals).

Device-Free Zone

To keep our classrooms engaging, safe, and free from distractions, Sherwood Oaks Preschool & Kindergarten is a device-free environment for our students. We kindly ask that you help us maintain this focus by leaving all personal devices (such as cell phones, tablets, and smartwatches) at home!