

**Sherwood Oaks
Christian Church Preschool
Bedford
Student/Parent Handbook
2025-2026**

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Sherwood Oaks Christian Church
Preschool

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Bedford, Indiana, 47421
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<https://www.socc.org/preschool/>

Director: Karla Holck
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Executive Director: Marie Robertson
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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 in the Sherwood Oaks Christian Church Preschool handbook provide guidelines to be observed by SOCC Bedford 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.

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 groups. Our Bedford Campus opened up in 2023 and will offer classes from age 2 through age 4.

SOCC Weekday Preschool leadership consists of the following individuals:

Executive Director: Marie Robertson

Bloomington Infant/Toddler Coordinator: Kelly Pitner

Bedford Director: Karla Holck

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.

Arrival and Dismissal Time

The outside doors to our building will not open until 8:20am. Preschool hours are from 8:30am until 11:30am. Students should not arrive before 8:20am and should be picked up promptly at 11:30pm. Students will be allowed into their room at 8:30am.

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.

Each parent should take their child to the bathroom for pottyng or a diaper change. Please make sure your child's hands are washed before entering their classrooms. Please walk your child to the classroom.

Children should wear comfortable play clothes. We use craft supplies that might be messy. We will often be outside and in the gym so good, sturdy shoes are recommended for safe running and playing.

Conduct of Students

Children mature at different rates and exhibit different levels of social skills and disciplined behavior. The 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 Bedford program.

Emergency Closings

Severe Weather Conditions:

The SOCC Bedford staff will text parents with information on cancellations and delays. Individual classroom teachers may also send a notification via email, text or their private Facebook page. In case of a delay, preschool will start at 10:30am and will end at 12:30pm. We will follow the delay and closings of the North Lawrence Community Schools. Bedford Preschool is not bound to extend the preschool year due to inclement weather closings or unforeseen closures, although we will try to make up what we can.

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 Bedford being closed at the sole discretion of the Director. If this occurs your classroom teacher will contact you.

Enrollment Policy

Sherwood Oaks Christian Church Preschool Bedford enrolls students without regard to their race, color, national origin, or ethnic origin. The 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-week 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 defray some of our costs. 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 15th 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 defray some of our costs. 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.

Fire Drills

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

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.

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.

Snacks

You will provide your student's daily snack. Please remember our nut free guideline.

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.

We strive to be a nut free school. Please do not bring anything in your child's snack that contains nuts. It is often at these ages where nut allergies are discovered. So, to be proactive and safe please help us in this goal.

School News

Your child's teacher will provide their week-at-a-glance outside the room so that you will be informed about what is happening in the week. Your teacher will also provide a monthly newsletter with upcoming events. At the beginning of the year, you will receive a school calendar which will include days the school will not be in session and announce special events of the year. It is very important that you carefully read these communications items and keep the calendar handy at home.

Tuition

Tuition payment is due on the first day of each month. Payment is collected at the director's office, or online. The tuition schedule starts the month of August through the month of April. There will be no tuition payment for the month of May if you pay for August.

2 year olds (turning 2 before August 1st) Monday through Thursday 8:30am to 11:30am

3 year olds (turning 3 before August 1st) Monday through Thursday 8:30am to 11:30am

Pre-K (turning 4 before August 1st) Monday through Thursday 8:30am to 11:30am.

A late fee of \$5 will be charged per week if tuition is not paid by the fifth of each month. There will be no reduction in fees due to extended vacation or illnesses. Please see the director if you foresee a late tuition payment.

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 despite closing due to bad weather.

School Calendar

SOCC Bedford calendar follows the NLCS calendar regarding most school closings, seasonal breaks, and holidays.

August 4-7	Classroom Prep for Teachers
August 7	Orientation for All Classes
August 11	First Day of School
September 1	No School (Labor Day)
October 7	No School (E learning day for NLCS)
October 13-16	No School (Fall Break)
November 4	No School (E learning day for NLCS)
November 26-27	No School (Thanksgiving Break)
Dec. 22 - January 1	No School (Christmas Break)
January 5	School Resumes
January 19	No School (Martin Luther King Day)
February 16	No School (Presidents' Day)
March 23-26	No School (Spring Break)
May 5	No School (E learning day for NLCS)
May 7	Last Day of School

The director and staff of SOCC Bedford commit to praying for your child and your family. We will have a fun, successful year filled with learning about how much God our Savior loves us.

Welcome to Sherwood Oaks Christian Church Preschool