

# Table of Contents

Philosophy and Curriculum.....	2
Staff Qualifications.....	2
Confidentiality.....	2
Communication.....	3
Calendar.....	4
Summer Adventure Camp.....	4
Admissions.....	4
Tuition.....	5
Enrollment Requirements.....	6
What to Bring.....	6
Food & Allergy Policy.....	7
Arrival & Dismissal Policy.....	8
Behavior & Discipline Policy.....	9
Health and Wellness Policy.....	9
Playground Policy.....	11
Child Abuse Reporting Policy.....	11
Emergency Procedures Policy.....	11
Breastfeeding Policy.....	12
School Closure Policy.....	12
Volunteer Opportunities.....	12
Fundraising.....	12
In Closing.....	13

## **Philosophy and Curriculum**

The Sherwood Academy promotes an environment where children become independent, confident and lifelong learners with a sense of self. We strive to provide a warm and secure environment where children can grow in all aspects of development. Each child will be stimulated, guided and encouraged in carefully planned and age appropriate activities.

The policies set forth in this handbook are designed to strengthen the values that The Sherwood Academy has built on since opening in 2001.

We offer a custom designed, child-centered and developmentally appropriate program for all ages. For each child enrolled we offer Language Arts, Math, Science, Computer Exploration, Library, Art, Music & Movement, Spanish and Outdoor Exploration. Our Elementary students are also offered a fine arts program consisting of Theatre Productions, Art Shows and Music performances.

Each year our curriculum is evaluated and aligned to current teaching philosophies and methods. Teachers are encouraged to use their own experiences, as well as children's interest, to adapt the curriculum to be unique to each Sherwood class.

## **Staff Qualifications**

Our staff is hand-selected based on interviews, teaching experiences, education, personal and professional references and classroom observations.

All staff members are trained annually in CPR/First Aid and Emergency Procedures. Additionally, all staff members receive continuing training that exceeds State requirements.

## **Confidentiality**

Confidentiality plays a critical role in building respect for every individual and promoting a sense of family. The Sherwood Academy takes confidentiality very seriously and make every effort to protect each family's privacy. Communications among staff and parents should be kept confidential at all times. The Sherwood Academy recommends that conversations regarding a child's behavior or academic needs be conducted in private, away from the child. Discussions in the hallways and classrooms should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher or front office via email to arrange a time to discuss the concern.

## Communication

Communication between school and home is vital to any successful school program.

School wide communication may include:

- Emails
- Phone calls
- Website
- Remind 101
- Notices in class folders

Classroom communication may include:

- Class folders
- Emails
- Weekly recaps of classroom activities in class folders
- Class websites
- Remind 101

Please be sure to check the contents of your child's backpack each night to check for any communication(s) sent home and any art work.

Child specific communication needs:

- During arrival and dismissal times, staff members must devote full attention to the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- Parent-teacher conferences are held upon request at any time during the year.
- If at any time, you have a concern, please feel free to contact your child's teacher- use email, send a note or call the office to leave a message. During class hours teachers cannot accept phone calls or text messages.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for their teacher to be aware.
- If your child is going to be out of school for any reason, please let the office know. For illness, this is especially important in the event that we have any families that need to be notified while maintaining confidentiality. Also, teachers miss a child when they are absent and like to know that they are ok.

## Calendar

The Sherwood Academy follows the Magnolia ISD School Calendar. When Magnolia ISD is closed during the regular school year, The Sherwood Academy is also closed. Current calendar postings may be found on our web site at [www.thesherwoodacademy.com](http://www.thesherwoodacademy.com). The Sherwood Academy does not have any early release days. All School days are regular hours of operation.

## Summer Adventure Camp

Each summer The Sherwood Academy will hold Summer Adventure Camps. These camps may be used to provide near year round care. Summer Adventure Camp information is released mid-march of each year.

## Admissions

The Sherwood Academy admits students of any race, color, creed and national or ethnic origin. There is no entrance exam for admission to Sherwood. If parents have any major educational, social or developmental concerns about their child entering The Sherwood Academy, parents need to discuss these concerns with the director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, The Sherwood Academy reserves the right to place children in classes by age, gender and developmental level. The Sherwood Academy does not discriminate in administration of its educational and admission policies.

## Procedures for Enrollment and Withdrawal

Enrollment:

- Registration and enrollment begins in February each year for the upcoming school year.
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration opens to the public, applications are accepted on a first come, first serve basis.
- Class placement is made on the basis of age, gender (in order to maintain class balance) and social and academic development. *Class assignments and teacher assignments will NOT be announced until August 1<sup>st</sup> of each year.*
- There is a registration and supply fee due at the time of enrollment.

## Withdrawal:

- Written notice must be provided to The Sherwood Academy at least 30 days prior to withdrawal.
- During the summer, you must notify The Sherwood Academy by June 15<sup>th</sup> in order to be exempt from the July 15<sup>th</sup> payment (prorated August tuition).
- If a child is withdrawn, there will be no refund after monthly tuition has been paid.
- The registration fees are non-refundable.
- If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

**PLEASE NOTE:** On occasion, our program is not an optimal fit for a child or family. The Sherwood Academy is a school that will make every effort to work collaboratively with families to resolve any challenges that may arise. Additional resources may be needed to support a child's success in the school. If, after all reasonable efforts are exhausted, a problem cannot be resolved, The Sherwood Academy reserves the right to dismiss a child from the school. In this instance, registration fees may be returned on a prorated basis.

## Tuition

- Tuition payments for the school year are divided into 9 ½ payments. The first ½ payment is due on the 15<sup>th</sup> of July. Each of the 9 successive payments are due on the 1<sup>st</sup> of each month (September-May) and are considered late after the 5<sup>th</sup>, whether or not your child is in attendance or the school is in session.
- A late fee of \$25 will be assessed on all tuition accounts for payments received after the 5<sup>th</sup> of each month.
- There is a \$30 returned check fee.
- Tuition payments may be mailed, sent in folders or delivered to the front office. We accept cash, checks, and all major credit cards.
- Discounts offered include a sibling discount of 10% for each younger sibling, a 5% pay in full discount per semester and a 5% total tuition discount to all active duty military, current teachers, police officers and firefighters. You must notify us of any discounts for which you qualify.
- Other fees that may be charged to your tuition account include late pick up fees of \$1 per minute, a snack fee of \$5, a lunch fee of \$10, circle drive parking violations and clothing fees.
- The Sherwood Academy reserves the right to terminate enrollment should an account become past due.

**Tax Identification:** The Sherwood Academy's Tax Identification number is 76-0690928. We are a State licensed childcare facility for your tax purposes.

## Enrollment Requirements

The following items must be on file and received in office at the time of registration to secure your child's placement for the upcoming school year.

1. Completed Enrollment Information Form.
2. Signed Parent Signature Page.
3. Registration Fee.

The following items must be on file and received in office no later than July 15<sup>th</sup> of each year.

1. Completed and signed Statement of Health Form.
2. Current Vision and Hearing Screen (for students turning 4 by September 1<sup>st</sup>, and first time entrants K-6, all kindergarteners, all 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> graders).
3. Updated Copy of Vaccination Records (State Affidavit of Exemption is also acceptable. It must be original, notarized and current).
4. August Tuition payment (prorated at 50%).
5. Family Questionnaire.

Failure to have all required documents on file in the office by the date due may result in forfeiture of class spot. Please communicate any difficulties and time requirements to have documents in the office. Students MAY NOT begin class without the proper documentation on file in the office.

## What to Bring

***Please remember to label EACH item your child brings to school with first name and last initial!*** This includes, but is not limited to backpack, lunch box, lunch containers, sippy cups, bottles, Thermoses, sweaters, jackets and extra clothes.

**Dress-** Your child should be dressed each day in weather appropriate and comfortable clothing. Dress should allow for active and participatory play. We do not want your child's fun activities to be limited due to clothes that cannot get dirty, shoes that are inappropriate for play or clothing in which they may overheat or become too cold.

**Footwear-** Your child should wear sturdy and appropriately fitting footwear that will enable them to run and play. Sandals and flip-flops are prohibited and Crocs are strongly discouraged.

**Extra Clothes-** All students should at all times have a seasonably appropriate change of clothes in their backpack. We recommend these clothes be placed in a gallon size Ziploc bag that is labeled with your child's name and kept in their backpack at all times. Change of clothes should include underwear, pants, shirt and socks. Even students who are well toilet trained have occasional accidents. In addition, students could get their clothes wet on the playground, at the sink or from a simple drink spill at the snack or lunch table. While we do keep some extra

clothes in stock, sizes are limited and you may be called to pick up your child or deliver clothes if there is not a needed change of clothes in their backpack.

**Backpack-** All students at The Sherwood Academy are required to bring a backpack each day. We encourage students to be independent and therefore request a backpack for each child that can hold their change of clothes, their class folder (9x12), as well as their snack and/or lunchbox. We also request backpacks that DO NOT have wheels. These backpacks do not fit in our cubbies or lockers.

**Snack/Lunch-** All students are required to bring a healthy snack and bottle/spill proof cup of water each day. Students who stay until 3 are also required to bring a lunch. Please keep in mind that we do not refrigerate or heat food. To keep food at proper temperatures, use cold packs and Thermoses. We are prohibited by the Department of Health to serve any food that appears to have been off temperature, shows signs of spoilage, is past its expiration date or has been recalled. Students who stay until 5 will also need an afternoon snack. To provide the best learning opportunities for your child we highly recommend whole foods that are low in sugar.

**Drinks-** All students must bring water each day. Students may also bring 100% juice and white milk in their lunch boxes. We are prohibited from serving any sugar added beverages (State law). These drinks will be returned home with your child and they will be provided with a cup of water. We also strongly discourage sodas with artificial sweeteners as they are not conducive to learning.

**PLEASE DO NOT BRING ANY OUTSIDE TOYS, JEWELRY, STUFFED ANIMALS, PURSES, MAKEUP OR ELECTRONIC DEVICES TO SCHOOL.** These items may not meet our safety requirements, may cause distractions in classrooms and tend to become lost very easily.

## **Food & Allergy Policy**

Classroom food restrictions due to severe allergies are evaluated on a year to year basis. Should a classroom have a student enrolled with life threatening food allergies, the food may be restricted from the classroom or school campus.

Students are welcome to bring a small treat to celebrate their birthday in the classroom. Birthday treats must be simple and the classroom teacher must receive 1 week notice of your intent to bring treats. This allows us an opportunity to accommodate any students in the class with food restrictions. We ask that parents not send or distribute goodie bags, party favors, paper products or party invitations for birthdays in class. Each teacher will make an email distribution list for parents to email their birthday party invitations.

Some activities include cooking in class, as well as holiday class parties. Parents will receive a list of any ingredients that will be used and food that will be served 1 week in advance. If you have an objection (outside of known allergens) to your child consuming the food products

prepared in class or served during a party, you will be asked to provide a comparable alternative for them.

## **Arrival & Dismissal Policy**

A few arrival guidelines to always keep in mind:

- We strongly encourage the use of our drop off car line, held at both 8am and 9am. Please be sure that your children stay inside your vehicle until we open the door for them. This is for their safety.
- NEVER leave any child alone inside or outside of the building. If you arrive prior to start of car line and/or class start time, you will be expected to wait in the activity room with your child to allow teachers the time they need to properly prepare for class. Students will be welcomed to car line or their classroom when preparations are complete.
- NEVER leave any child unattended in your vehicle. This is against the law.
- NEVER leave your vehicle unattended in our circle drive. This driveway and the Tamina Road entrance are for car line use only. This circle drive also doubles as our fire lane, we must keep it clear. A fine of \$25 may be charged to your account for vehicles left unattended in our circle drive.
- For the safety and comfort of all, The Sherwood Academy asks that families do not bring their dogs or any other pets onto school property.
- To facilitate a smooth parking and arrival experience, we ask all families not utilizing the car line to enter and exit the parking lot from the REVELWOOD entrance only. During times of heavy congestion, The Sherwood Academy reserves the right to block the connecting drive between the parking lot and the circle drive. If the cones are in place, please DO NOT remove them.
- Please be considerate and arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. The Sherwood Academy reserves the right to deny admission for the day to families who frequently arrive late and are disruptive to the class.

A few dismissal guidelines to keep in mind:

- We strongly encourage the use of our pick up car lines at noon, 3pm and 5pm.
- It is important that all students be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents respect dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up. If you are late picking up your child, your account will be charged \$1 per minute, per child.
- Students will ONLY be released to authorized individuals listed in the enrollment information. Proper identification will be required. If you need someone to pick up

your child who is not listed, authorization must be received in writing, either through email or signed note. You may update your authorized pick up list at any time by visiting the front office.

- Please observe the same parking lot and car line guidelines outlined in the above arrival procedures.

Please be sure to share these arrival and dismissal guidelines and policies with anyone who may pick up or drop off your child.

Please be reminded that The Sherwood Academy is an enforceable school zone as set forth by The Montgomery County Texas, County Commissioner's Office. In addition, it is a cell phone free school zone. Please put your phone down and mind your speed!

## **Behavior & Discipline Policy**

The Sherwood Academy is committed to providing a safe and positive learning environment for all children. Our behavioral expectations are that children will exhibit self-control, respect for others, respect for property and a positive self-esteem at all times. A teacher's role is to model appropriate behavior and to guide positive interactions among children.

When a problem arises, students will first be redirected to an alternate activity. If this does not resolve the problem, a student may be required to sit in time out, either in the classroom or in another classroom.

Rarely, a situation could arise that involves continued undesirable behavior, or behavior that affects the safety of the staff and other students enrolled at The Sherwood Academy. In such a situation we will work with the families to create and enforce an appropriate behavior plan. Should all efforts be exhausted, a student may be temporarily or permanently unenrolled from The Sherwood Academy. In such a situation no tuition or registration fees will be returned.

## **Health & Wellness Policy**

At The Sherwood Academy we take the health and well-being of our students and staff seriously. Germs can spread very quickly in a school environment. All children and staff stay healthier when sick persons stay home. If one or more of the following symptoms is present in your child, we will call you to pick up your child. Any time you are called to pick up a sick child, you will have 35 minutes to arrive for pick up. Beyond this time, your account may be charged the standard late pick up fee of \$1 per minute. Exceptions may be made to parents who work more than 35 minutes away with proper documentation. Please be sure to keep contact information up to date in your child's file.

- A temperature exceeding 100.4

- Nausea, vomiting or diarrhea
- Red, pink or crusted eyes
- Unexplained rash
- Thick or greenish mucus discharge from nose
- Persistent cough
- Sudden loss of energy/behavior change
- Sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE SCHOOL DAY SCHEDULE, PLEASE KEEP THEM AT HOME.

**Return-** students may return to class once they meet the outlined requirements, many of which are set forth by the Montgomery County Department of Health.

- Students must be 100% fever free for 24 hours WITHOUT the use of fever reducing medication.
- Students must not have vomited for 24 hours.
- Students must be free from diarrhea for 48 hours.
- Students with red, pink or crusty eyes must have a medical note to return to class.
- Students diagnosed with Strep Throat may return 24 hours after beginning antibiotic treatment and are 24 hours fever free.

**Head lice-** The Sherwood Academy maintains a no nit policy for head lice. Students who have been diagnosed with head lice, either by parent, school or health professional, must undergo one treatment and be free of live bugs as well as nits. We ask all parents to notify the office immediately in the event their child is diagnosed or suspected to have head lice as there are many procedures we need to take on campus to prevent the spread of head lice.

***Please notify the office immediately of any diagnosis of a communicable disease. We will always respect the identity of the child and family, however we may have extra precautions and notifications to take in the event of some illnesses.***

**Medication-** The staff members of The Sherwood Academy will not administer medication unless it is a life threatening situation, for example, epi pens or asthma inhalers. Lifesaving medications must be signed in to the front office, and be accompanied by appropriate physician directives for use.

**Injury-** All staff members at The Sherwood Academy are CPR/First Aid Certified. In the event that your child becomes injured at school, our first priority is to treat and stabilize the injury. Should paramedics be needed they will be called immediately, then the parents will be contacted. Parents will be notified at pick up of non-serious injuries and will be asked to sign a disclosure form, verifying that we did notify you of your child's injury and how it occurred. Again, please be sure to always keep your contact information up to date in your child's file.

## **Playground Policy**

The playground is the private property of The Sherwood Academy and may only be used by currently enrolled children during their scheduled school hours and under the supervision of Sherwood staff.

While on the playground during school hours, children are expected to follow the following guidelines:

- Children **MUST** have closed toe and closed heel shoes. Sandals, flip-flops and Crocs are not safe for playground play.
- The slide is a “down” slide. Children are asked to go feet first on bottoms or stomachs. Head first sliding is prohibited.
- Absolutely no tree climbing.
- Absolutely no fence climbing.
- Students may not climb on the roofs of the play structures or play houses.
- Playing in the bushes is not allowed.

It is important that the children have consistent rules for both school and non-school hours to ensure their safety during the day.

## **Child Abuse Reporting Policy**

All staff members at The Sherwood Academy are required by law to report all suspected cases of neglect or abuse to the authorities. You may request to view our full child abuse reporting policy in the front office.

## **Emergency Procedures Policy**

In the event of an emergency such as weather, fire, intruder or area gas leak, our first priority will be to relocate the children to one of our designated safe evacuation areas. Parents will then be notified via Remind 101, email and possibly a phone call of pick up procedures and location. You may request to view our full emergency procedures policy in the front office.

## **Breast Feeding Policy**

Moms are welcome and encouraged to breast feed their children. If you need to do so at The Sherwood Academy, we have a safe and sanitary designated area in the infant room for our Moms. You may request to view our full breastfeeding policy in the front office.

## **School Closure Policy**

**Inclement Weather-** School closings and delays are made to ensure the safety of our children and staff. The Sherwood Academy follows the Magnolia Independent School District calendar. In the event that Magnolia ISD should close due to inclement weather, The Sherwood Academy will also close. Should Magnolia ISD follow a delayed opening schedule, we will do the same. If they delay 2 hours, our 8am classes will begin at 10am. The Sherwood Academy does not provide make up days or tuition credits for closure due to inclement weather.

The Sherwood Academy reserves the right to close regardless of the Magnolia ISD decision in the event that we are affected by building damage, extended power outage, extended water outage or any other situation that will affect our ability to safely open or remain open.

Magnolia ISD closings are communicated through local TV, Facebook, and Twitter postings as well as on the website [www.magnoliaisd.org](http://www.magnoliaisd.org). The Sherwood Academy will make every attempt to send out a remind message, an email and post on our Face book page as soon as we are notified of a school closure.

## **Volunteer Opportunities**

The Sherwood Academy strongly encourages parents to become involved in their child's education. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class or school. The Sherwood Academy asks parents to share their special talents and their time to help make us the special community school we are. Volunteer opportunities also include:

- Classroom Reader
- Room Parent
- Monthly Newsletter
- Library Beautification
- Computer Lab Maintenance
- Fundraising

***Parents who are serving at The Sherwood Academy in a volunteer capacity will be required to complete and pass a State background check.***

## **Fundraising**

Fundraising plays a vital role in The Sherwood Academy's ability to provide the facility, incredible staff, activities and special events without a significant increase in tuition rates. Each family is required to participate in and volunteer in a fundraising event each year. Fundraising events include:

- Fall Catalog Sales (\$50 per student buy out available)
- Winter Wonderland (Annual Carnival)
- Scholastic Book Fair
- Annual Yearbook

Additional information regarding fundraising and participation opportunities will be made available prior to each event.

## **In Closing**

Thank you for taking the time to read our Parent Information Guide and Handbook. We look forward to an incredible school year. If at any time you have questions or concerns we ask that you contact the office immediately.

You may request at any time, in the front office, to view the most recent copy of our inspection reports, health, fire and State licensing documents. Also available in the front office are copies of the State Minimum Standards and Regulations as well as in depth copies of policies mentioned in this handout. These may be viewed at any time upon request.

Montgomery County Licensing Office- 936.538.1229/[tdprs.state.tx.us](http://tdprs.state.tx.us)

Child Abuse Hotline- 1.800.252.5400

Poison Control- 1.800.222.1222

The Sherwood Academy's hours of operation are M-F 8am-5pm.

The Sherwood Academy is a gun free, gang free, drug free and tobacco free zone.