



2026-2027 Enrollment Guide

The Sherwood Academy

"From birth through graduation, we are with you every step of the way."



Mission

To provide a learning environment that educates the whole child; socially, emotionally, and academically, paving the way for every child to develop to their full potential and to cultivate a passion for lifelong learning.

Vision

To build a school community where children of all ages feel safe, welcomed, valued, and supported. Creativity is encouraged, relationships are nurtured and all are respected.

Values

Honesty

Integrity

Compassion

Dedication



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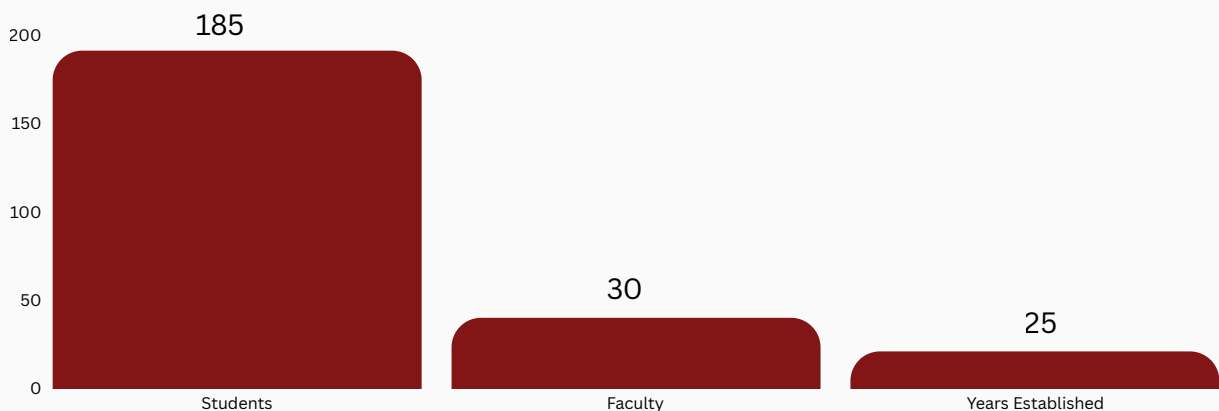


Welcome to The Sherwood Academy

Welcome to The Sherwood Academy! We know that a child's education can be one of the most daunting yet important decisions a parent will make. We are honored that you have chosen to explore what Sherwood has to offer. The Sherwood Academy is situated on two wooded acres and was founded on the belief that childhood is a critical time for development, creative growth, and exploration.

Our program offers an affordable and unique opportunity for students, from birth through graduation. Sherwood provides families an opportunity for a private education while reaping the benefits of a family style campus. The Sherwood Academy prides itself on a safe and welcoming learning environment with a strong sense of community, and an emphasis on parent and family involvement. We boast small class sizes, individualized instruction, and hold high standards for each child's academic and emotional success. Our curriculum is age appropriate, yet challenging and diversified. Our hands on and experiential approach has not only proven successful since our founding in 2001, but it is also backed by science and research into the best teaching practices, cognitive brain development, and emotional growth. Our accomplishment of accreditation only further exemplifies the excellence of our program.

We are proud to share our campus and what we have to offer. The Sherwood Academy looks forward to the future as we continue to provide a solid and robust preschool program, grow our grade school, *The Wolves*, and continue to serve the children in our community.



MEET OUR FOUNDER

Staci Mayhill

Masters of Education, American College of Education

Bachelor of Science, Texas A&M University

Texas Certified Teacher

Licensed Child Care Operator & Director

Registered Texas Trainer



Ms. Staci Mayhill founded The Sherwood Academy in 2001 and continues to actively operate the program today. Over the years, Ms. Mayhill's dedication and hands on leadership has grown The Sherwood Academy from a small preschool of thirteen students to a robust campus serving upwards of two hundred students ages zero through sixteen.

While the school has grown through elementary, middle, junior high, and now high school, Ms. Mayhill's roots are in early childhood development. She believes that all children learn best by exploring and doing, even our "big" kids, and strives to provide a home like environment with the perfect balance of student led and teacher led learning for all enrolled students.

With a limited capacity here at Sherwood, Ms. Mayhill has established herself as an active advocate, researcher, and consultant for programs and students nationwide, allowing her to continue spreading the philosophies that have made Sherwood so unique and successful.

Ms. Mayhill is a firm believer in family, servitude, and lifelong learning. She is an active member with the International Dyslexia Association, the National Association for the Education of Young Children (NAEYC), the Texas Association for the Education of Young Children (TxAEYC), The Texas Licensed Childcare Association, The Association of Early Learning Leaders, Texas Private Schools Association and The International Center of Leaders in Education. She has been asked to serve and advocate for private schools across the state by the TxAEYC where she served on a committee, and nationally, at the senate and congress for all children with the NAEYC.

Ms. Mayhill has one grown daughter, who is married and recently returned to work at Sherwood after teaching in Nashville for two years. Ms. Mayhill new favorite pastime is spoiling her new grandson. In her spare time, she enjoys time with family, reading, and traveling. She also loves Mexican food, Pizza, Mani/Pedi time, reading, and soaking up the sun.

OUR OFFERINGS



Nursery & Pre-school (ages 0-4)

At The Sherwood Academy we employ the use of thematic units and integrate each child's learning into a world with which they can relate. Our students thrive with an abundance of integrated, hands on, and multi-sensory learning. Our program includes daily art, exploratory play, an introduction to Spanish (ASL for infants and toddlers), library, and music & movement. Outdoor play and exploration is a must for our youngest of learners and we provide multiple outdoor areas custom designed to each age group. Students are provided ample space and time to run off their energy, develop gross and fine motor skills, explore their creativity, and engage in fun yet messy sensory play. All pre-k four students will receive an early literacy screen and monitoring throughout the year.

Lower Grade School (Kindergarten-2nd Grade)


Our emerging life long learners make great strides in their self contained classrooms. Our cross curricular, hands on, relatable, and multi-sensory with direct instruction approach to teaching builds a solid foundation for success. Immersed in the science of reading and writing, an emphasis on foundational math skills, exploratory science and STEM, and hands on social studies, our students are afforded the freedom to try, problem solve, reflect, and most importantly succeed. As part of our mission to educate the whole child, we also provide social problem solving tools, fine arts, library, and an introduction to Spanish. All students in lower grade school will receive an early literacy screen, monitoring, and intervention as needed.

Middle Grade School (3rd-5th Grade)

Soaring to new heights are our middle grade school students who are navigating their learning path. Students in 3rd- 5th grade dive deeper into science, and social studies, while expanding on their solid foundations in reading, writing, and math. Middle grade school students are also afforded opportunities in our STEAM lab, library, fine arts, physical education, Spanish, and after school clubs.

Upper Grade School (6th-10th Grade)

Our leaders of the pack, our big kids as they are fondly called, are just that. Big kids! Their educational needs are very similar to those of our younger age groups. The Sherwood Academy is proud to provide a safe and welcoming environment for these students who are also navigating an awkward period of life. They are provided opportunities to develop strong inter-personal skills, learn through exploration, hands on projects, and collaborative learning. Our courses are challenging yet fun, instilling a love for learning in each child. Students beginning in 6th grade will have an opportunity to rotate classrooms and have some choice in their course selection. These choices grow more with each grade level, allowing students to develop independence and a choice in their education.



TUITIONS AND FEES



	Nursery School (0-2yrs)	Preschool (3-4yrs)	Lower Grade School (K-2nd)	Middle Grade School (3rd- 5th)	Upper Grade School (6th & up)
New Student Application Fee (one time, non-refundable)	\$125	\$125	\$175	\$175	\$175
Enrollment & Supply Fee (annual, non-refundable)	\$325 (includes all materials/supplies, school shirt, and yearbook)	\$425 (includes all materials/supplies, school shirt, and yearbook)	\$600 (includes all materials/supplies, school shirt, and yearbook)	\$650 (includes all materials/supplies, school shirt, and yearbook)	\$750 (includes all materials/supplies, tablet, school shirt, and yearbook)
Annual Tuition (due August 1st)	T/TH 9-12 \$3,515 M/W/F 9-12 \$4,845 M-F 9-12 \$7,600	T/TH 9-12 \$3,325 M/W/F 9-12 \$4,607 M-F 9-12 \$7,315	M-F 8-3 \$14,500	M-F 8-3 \$15,500	M-F 8-3 \$16,000
Semester Payment Option (Due August 1st and January 1st)	T/TH 9-12 \$1,813 M/W/F 9-12 \$2,499 M-F 9-12 \$3,920	T/TH 9-12 \$1,715 M/W/F 9-12 \$2,376 M-F 9-12 \$3,626	M-F 8-3 \$7,360	M-F 8-3 \$7,360	M-F 8-3 \$8,122
Monthly Payment Option (10 equal payments due August 1-May 1)	T/TH 9-12 \$370 M/W/F 9-12 \$510 M-F 9-12 \$800	T/TH 9-12 \$350 M/W/F 9-12 \$485 M-F 9-12 \$770	M-F 8-3 \$1,495	M-F 8-3 \$1,598	M-F 8-3 \$1,649

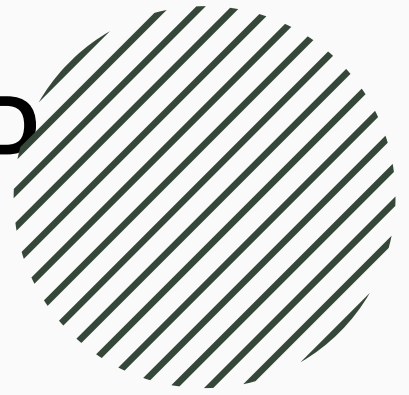
Additional Fees & Schedule Options

- Early Arrival- 7am or 8am \$25/month per hour for each day of the week. Siblings of currently enrolled grade school students are exempt from 8am drop off fee.
- Lunch Bunch (12-3pm)- \$100/month per day of the week.
- Stay & Play (3-5pm)- \$60/month per day of the week.
- After school clubs- (lower, middle, and upper grade school)- TBD
- Late Payment Fee of 2% of invoice amount (minimum of \$35) will be applied to unpaid accounts on the 3rd of each month. Additional late fees of \$10 per day to apply daily beginning on the 6th of each month.
- Returned Payment Fee- \$35
- Late Pick Up Fee- \$25 for first 20 minutes, \$2 per minute/per child beyond that.
- Early Drop off Fee- \$10 per each hour prior to scheduled start time.
- Damaged Materials or Property- TBD on a case by case basis.

Discounts offered include a sibling discount of 10% and a 10% discount to all active-duty military, teachers, and first responders (documentation required).

Discounts are limited to one per family.

READ OUR POLICIES AND GUIDELINES



Philosophy

The Sherwood Academy promotes an environment where children become independent, confident, and life-long learners with a strong sense of self. We strive to provide a warm and secure environment where children can grow in all aspects of development including social, emotional, physical, and academic. Each child will be inspired, guided, and encouraged in carefully planned and age-appropriate activities. The policies set forth are designed to strengthen the values that The Sherwood Academy has built upon since opening in 2001.

Staff Qualifications

Our Sherwood team members are carefully hand-selected based on interviews, teaching experiences, education, personal and professional references, as well as classroom observations. Team members also receive regular feedback as well as consistent classroom support should a situation arise in their classroom. As a dedicated life-long learner, Ms. Mayhill supports and encourages continued education. Annually, every team member receives training in multi-sensory teaching, integrated curriculum, establishing age-appropriate classrooms that are conducive to educating the whole child, preventing and recognizing child abuse, classroom discipline, effective communication, curriculum enrichment, addressing special needs within the classroom, emergency procedures which includes active shooter and dangerous person situations, and CPR/First Aid/AED. Additionally, all team members are expected to comply with our health and wellness policy. The Sherwood Academy proudly employs the best of the best and boasts one of the lowest staff turnover rates in the area.

Curriculum

We offer a custom-designed, child-centered, developmentally appropriate, and accredited program for all ages. For each child enrolled we offer language arts, math, science, library services, art, music & movement, Spanish, STEM, and multi sensory outdoor exploration. Our grade school students are also offered a fine arts program consisting of theatre, art, music, and choir, athletics, a gifted and talented program, technology, as well as academic recovery. Each year our curriculum is evaluated to align to state and national standards, incorporate traditional and current teaching philosophies and methods, and to maintain our exceptional teaching standards. Teachers are encouraged to use their own experiences, as well as children's interests, to adapt the curriculum to be unique for each classroom.

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 makes every effort to protect each family's privacy. Communications among team members and parents should be always kept confidential. The Sherwood Academy recommends that conversations regarding a child's behavior or academic needs, be conducted in private, away from the child. Discussions in hallways and classrooms are not permitted. If a parent has a question or concern, we suggest that the parent first contact the teacher via email to arrange a time to discuss the concern in person.

Photography and Videotaping Students

To protect the confidentiality and privacy of our enrolled students and their family members, you may **not** take pictures or video of anyone but your own child without the explicit consent of their parent/guardian.

Communication

Communication between school and home is vital to any successful school program. School-wide communication may include:

- Emails
- Phone calls
- Website updates
- Social media posts

Classroom communication may include:

- Class folders with weekly recaps
- Emails
- Text communication apps such as Dojo

Please be sure to check the contents of your child's backpack and folder each night for any communication(s) sent home as well as any student work that may require attention.

Child-specific communication needs:

- During arrival and dismissal times, team members must devote full attention to the children. If you need to communicate specific information, a written note or email is preferred. If there is a change to your pickup time or routine, please email the information to both the front office and classroom teacher.
- 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 by email, sending a note, or calling the front office to leave a message. During class hours teachers cannot accept phone calls or text messages and have limited access to emails.
- Please do not discuss problems or concerns in the presence of your child, other children, or other parents.
- Please communicate with the teacher about any changes at home or within the family (e.g., 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.



School Calendar

The Sherwood Academy calendar is modeled after surrounding local school district calendars. Our traditional school year runs mid-August through the end of May. Current calendar postings may be found on our web site at www.thesherwoodacademy.com. The Sherwood Academy does not have any early release days. All school days are regular hours of operation.

Inclement Weather

School closings and delayed openings can ensure the safety of our children and staff during inclement weather. The Sherwood Academy follows the guidance of area school districts in the event of approaching or imminent inclement weather. The Sherwood Academy will notify you of any closure through text, email, and on our social media pages. In the event of inclement weather during the school day, our faculty will shelter the students in place according to the threat. Students will not be released once we are sheltered in place, until the severe weather threat has subsided. This is for the safety of our students, our faculty, and the parent driving in the severe weather.

The Sherwood Academy does not provide make up days or tuition credits for closure due to inclement weather.

Summer Adventures

Each year The Sherwood Academy offers an assortment of options to keep students busy and continuing to learn.

- Private Tutoring (K-12)- Individual \$55/hour, Small Group \$25/hour
- Credit Recovery (6th - 12th)- \$450/.5 credit (4 weeks 8-3). Includes accredited curriculum, materials, hands on activities and direct in person instruction.
- Summer Adventure Camp (ages 0-12)-M-F 9-3/\$275 or T/W/TH 9-3 \$170

Admissions

The Sherwood Academy welcomes students of any race, color, creed, and nationality or ethnic origin. The application process involves touring the campus, meeting the child to be enrolled, completing a placement assessment (grade school), completing the application forms, and paying the enrollment/supply fee, in this order. If parents have any educational, social, or developmental concerns for their child, these concerns need to be discussed with the school director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. The Sherwood Academy does not discriminate in the administration of its educational and admission policies. Parents will be notified of any changes to these operational policies during the school year via the email address that is on file.

Students whose educational needs and achievements have been misrepresented to The Sherwood Academy, may be dismissed from the school. In the event of dismissal for misrepresentation, no fees or tuitions will be refunded.

Tuition

Annual tuition is due per the guidelines in our tuition and fees schedule.

- Tuition payments may be paid online or in the front office. The Sherwood Academy accepts credit cards, checks, or cashiers check. Credit card processing fees may apply.
- Tuition and enrollment fees include all curriculum materials, chrome books, and daily school supplies.
- Discounts offered include a sibling discount of 10% as well as a 10% discount to all active-duty military, teachers, and first responders (documentation required). You must notify us at the time of enrollment of any discounts for which you qualify. **Limit of one discount per family.**
- A late pick up fee of \$25 for up to the first 20 minutes beyond the scheduled pickup time (a 5-minute grace period is allowed) and \$2 per minute thereafter per child, may be charged for late pickups.
- A late payment fee will be charged on the third of each month in the amount of 2% of the invoice amount (minimum of \$35). Additional fees of \$10 per day will be applied beginning on the sixth of each month.
- A returned Payment Fee of \$35 will be charged for all returned payments.
- The Sherwood Academy reserves the right to terminate enrollment should an account become past due. The Sherwood Academy also reserves the right to withhold records until all past due accounts are current.

Tax Identification: The Sherwood Academy's Tax Identification number is 76-0690928. We are a Texas state licensed childcare facility (#559306) for your tax purposes.

Tuition Refunds

Tuition monies paid will not be refunded. A notice of withdrawal must be received 30 days prior to withdrawal. Refunds, credits or discounts will not be issued for absence due to illness, inclement weather, building closure, scheduled in-service days or holidays.

Enrollment Requirements

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

- Completed application.
- Application fee (new students).
- Enrollment/Supply fee.

The following items must be on file and received no later than **July 15th** of each year.

- Completed and signed statement of health form.
- Allergy action plan if applicable.
- Current vision and hearing screen for students turning 4 by September 1st, all kindergarteners, all first-time entrants (grade school), and all 1st, 3rd, 5th, 7th and 9th graders.
- Up to date signed or stamped copy of vaccination records or an original signed and notarized affidavit of exemption.
- Photocopy of child's birth certificate.
- Photocopy of both parent's/guardian's photo identification.

Failure to provide all required documents by July 15, may result in forfeiture of a class spot. Students MAY NOT begin class without the proper documentation on file in the office.

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. With the exception of the first two days of school, all drop-offs are front porch/door only.
- NEVER leave any child alone inside or outside of the building. If you arrive prior to the start of car line and/or class start time, you will be expected to wait on the front porch with your child, allowing teachers the time they need to properly prepare for class. Students will be welcomed to their arrival area at their scheduled start time.
- 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 Drive 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.
- 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 and 3pm. Students loaded in car line will only be loaded into a legal, properly-fitted, and age-appropriate restraint system. This is for their safety. A car line agreement must be signed and on file prior to the first day of school.
- It is important that all students be picked up on time. Our staff members have responsibilities both before and after class, so it is important that parents respect dismissal times for our school day to go smoothly. Please refer to the fees section in regards to late pickup fees.
- 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 a 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.
- 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!

Visitors/Walking Students to Class

All visitors, including parents and guardians must follow all safety protocols while on campus and are required to report to the front office and present identification to receive a visitor badge. For the safety of all students and to prevent disruption to the classrooms, parents should not walk students to class as part of ongoing arrival routines. Any visitor without a visitor badge will be escorted to the front office. In the event of an emergency evacuation, all visitors are to evacuate with the classroom they are visiting and remain with evacuees until all are accounted for.

Parent and Family Involvement

A child's attitude towards school and academic achievement are higher when administrators, teachers, and parents work in collaboration. To achieve this ideal environment, The Sherwood Academy is growing our parent involvement and engagement program. The Forester's program is a volunteer only organization that strives to provide teacher, classroom, and student support. Examples of Forester activities may include but are not limited to:

- Classroom support (copies, laminating, activity prep)
- Room parent
- Fundraising
- Community service and involvement
- Reading buddies
- Playground enrichment
- Special events
- School policy development
- School growth planning



All volunteers and frequent visitors are required to submit to a background check through The Sherwood Academy.

Parent Rights

At The Sherwood Academy parents have the right to access and review information about their child's education while enrolled in our facility. This includes the right to visit the facility at any time during hours of operation, receive written notice of policies and procedures, and review inspection reports and licensing information from the Texas Health and Human Services Commission. Parents also have the right to be informed of their child's progress, discipline practices, health and safety policies, and to report concerns or complaints without fear of retaliation.

Parent Code of Conduct

The Sherwood Academy values a strong partnership between families and staff to support a safe, respectful, and nurturing learning environment. Parents and guardians are expected to model behavior that reflects the school's mission and values at all times, whether on campus, at school-sponsored events, or in communications with staff and other families.

Parents are expected to communicate respectfully and professionally with faculty, staff, students, and other parents. Concerns should be addressed calmly and directly with the appropriate staff member, following the school's established communication and grievance procedures. Disruptive behavior, aggressive language, harassment, threats, or disrespectful conduct—whether in person, in writing, or through digital or social media platforms—will not be tolerated.

Parents must support school policies, classroom expectations, and disciplinary decisions, addressing disagreements through proper channels rather than in the presence of students. The school expects parents to respect confidentiality, campus safety procedures, and the authority of school personnel. Failure to adhere to this code may result in restricted access to campus or school events and, in serious cases, may impact a family's continued enrollment at the school.

Library Services

Students are encouraged to read each day and check out library books on a regular basis. Every reasonable effort should be made to return library books in a timely manner and in the same condition they were checked out in. In the event that a book is lost or damaged, parents have the option of replacing the book or paying a book replacement fee. Book replacement fees range from \$10-\$25.

Birthdays

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 to school for birthdays. Email addresses are provided for the distribution of party invitations.

Additional Support Services

The Sherwood Academy believes that every child should have the opportunity to receive a quality education. We proudly provide:

- Early literacy screening for all students (PreK-2nd Grade)
- Speech screening
- Academic intervention (time limitations)
- Social development support
- Gifted and talented programs

For full details on our Special Education programs, please refer to our special education addendum.



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. Please be sure to keep contact information up-to-date in your child's file. We will perform health checks at regular intervals for any student displaying signs of illness or who just appear off for the day. A health check includes taking a temporal temperature and questioning a student on how they feel. 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. Exceptions may be made to parents who work more than 35 minutes away with proper documentation.

- A temperature exceeding 100 degrees
- Nausea, vomiting, or diarrhea
- Red, pink, or crusted eyes,
- Undiagnosed 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, THEY ARE TO STAY HOME!

Return - Students may return to class once they meet the outlined requirements, many, though not all, 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 24 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 fever-free for 24 hours.
- Students diagnosed with RSV must remain out of care for a minimum of 48 hours and must be 24 hours fever free and cleared to return to a school/childcare setting by a health care professional.
- In the event of a nationwide, statewide, or local pandemic or outbreak we will make every effort to remain open while maintaining code compliance.
- It is required that parents notify the office immediately of any diagnosis of a communicable disease. We will always respect the privacy of the child and family; however, we may have to take extra precautions and notifications in the event of some illnesses.

Medication - The staff members of The Sherwood Academy will not administer medication (including bug spray or sunscreen) unless it is a life-threatening situation, such as the use of an epi-pen or asthma inhaler. Lifesaving medications must be signed in to the front office and be accompanied by appropriate physician directives for use. Allergy action plans MUST be signed by the doctor and one parent, and be on file with the front office, along with required lifesaving medication before the child's first day of school. Students may not carry medications in their backpacks or on their person, including items such as vitamins or coughdrops.

Head lice - The Sherwood Academy maintains a no-nit policy for head lice. Students who have head lice, must undergo 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 confirmed to have, or suspected to have head lice. There are many procedures we need to take on campus to prevent the spread of head lice.

Injury -All staff members at The Sherwood Academy are CPR/First Aid, AED 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, and then the parents will be contacted. Parents will be notified at pick-up of non-serious injuries and accidents, and will be asked to sign an injury report acknowledging notification of your child's injury. Please be sure to always keep your contact information up to date.

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. Parents will be notified in writing by email should the need arise to restrict certain food items.

Child Abuse Reporting Policy

All faculty members at The Sherwood Academy participate in annual training geared towards preventing and recognizing the signs of child abuse and neglect. All faculty members are considered mandatory reporters for the State of Texas and 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. Should you suspect your child or another child are a victim of abuse or neglect, please call the **child abuse hotline at 1-800-252-5400**.

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. We are also equipped to bottle feed provided breast milk. You may request to view our full breastfeeding policy in the front office.

School Safety and Security

The safety and security of each student enrolled, our faculty, as well as any visiting persons on site are of utmost importance.

The Sherwood Academy utilizes several protocols to maintain a safe and secure campus.

- Our campus is fully fenced.
- All exterior doors require a code or a thumbprint.
- The entrance of each building has a second set of security doors. These also require a code or a thumbprint.
- A Deputy with the Montgomery County Sheriff's office or other area law enforcement is on campus each day of operation during the school year.
- Background checks conducted on all third party providers and all parent volunteers.
- The area within 1,000 feet of The Sherwood Academy is a designated gang free zone.

Monthly we conduct fire safety drills for the entire campus.

Quarterly we also conduct severe weather, sheltering in place, and lockdown drills.

Annually all staff members train with a National School Safety organization that covers intruder, active shooter, and mass casualty situations. We also train annually for CPR, First Aid, and AED use. Currently, The Sherwood Academy has three AED machines on campus.

Emergency Procedures Policy

In the event of an emergency such as inclement weather, fire, intruder, or area gas leak, our first priority will be to secure emergency services, evacuate and relocate the children to one of our designated safe evacuation areas, and secure their safety and well being at the relocation site. Relocation sites are evaluated annually and published on the evacuation maps throughout our campus.

Parents will then be notified via phone, messaging app, and/or email of pick-up procedures and location. You may request to view our full emergency procedures policy in the front office.

Medical Emergencies

In the event of a medical emergency, we have several concurrent priorities.

- Tend to the medical emergency
- Ensure the proper supervision of all children in care
- Notify emergency services

Once these priorities have been met, we will then notify the parents, by phone if it is a medical emergency for a child, or the emergency contact on file if the medical emergency is a faculty member.

Minimum Standards

The Sherwood Academy is licensed as a child care center in the State of Texas. A copy of the Minimum Standards as well as a copy of our most recent licensing inspection report is available in the front office.

NURSERY AND PRESCHOOL

What to Bring

- Backpack (required) large enough to hold a 9x12 folder, lunch box, and change of clothes. *No backpacks with wheels please!*
- Spill proof cups, thermoses, bottles, lunch containers. At least one thermos or cup is required each day for water. *Glass items are not allowed!*
- A blanket or stuffy for nap time (3pm or 5pm departures only). *Any other outside toys, jewelry, dolls, purses, makeup, or electronic devices are prohibited.*
- A change of clothes to stay in your child's backpack. This should include pants, shirt, underwear, socks, and shoes. Place in a gallon size Ziplock bag and then into your child's backpack (required).
- Children should be dressed each day in weather-appropriate, age-appropriate, and comfortable clothing. Our students learn by doing. This means that they get messy! Please take this into consideration when dressing your child each morning. Children are asked to wear shorts under dresses and shoes for active play (tennis shoes). Any boots worn must be non marking. Hats are permissible, however, children will be asked to take them off during the pledge, while eating, and at any time they become a distraction in class. *Children may not wear clothing with inappropriate graphic images or words, swimsuits, pajamas, clothing that restricts free play, heels, sandals, flip flops, or crocs.*
- A healthy snack each day (required for 12pm departures).
- A Healthy lunch and healthy snack each day (required for 3pm departures).
- A healthy lunch and two healthy snacks each day (5pm departures).

Research shows that a healthy diet plays a big role in a student's academic success.

Students with a healthy diet display better focus, improved memory, improved cognitive skills and fewer behavior problems.

- Beverages that include water, 100% juice, or white milk. *We are prohibited by state licensing to serve or allow any beverages with added sugar.*
- Lunch box with ice pack. *We do not have the ability to refrigerate lunches or heat food (exception in the infant room(s)).*

Please remember to label EACH item your child (all ages) brings to school with first name and last initial!

Safe Sleep Policy

All infants will be placed to sleep on their backs on a firm mattress in either a crib or pack-n-play. All infants under the age of 12 months must have a bare crib free of toys and blankets. Infants may only sleep in an inclined position in a swing or chair with a sleep exception form on file, signed by the child's primary doctor. (For the full infant safe sleep policy, please see the office.)

All preschoolers ages 18 months through 4 years who stay past 12pm will be provided a quiet nap time. Students will have their own labeled nap mat and may bring a blanket or small pillow to sleep with. These items will stay at school during the week and will come home on the weekends for washing. Students who no longer nap must rest for 20 minutes and will then be provided quiet (but engaging) table activities.

Behavior and 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. Sherwood employs a no touch policy under all circumstances. Students should respect personal spaces, keep their bodies to themselves and refrain from pushing, punching, pinching, kicking, throwing items, biting, and running from class. When these situations arise, students will be given an opportunity to discuss their behavior choices and discuss alternative appropriate choices. They will then be redirected to an alternate activity or provided a moment of reflection if their actions justify it. If this does not resolve the problem, a student may be removed from the classroom for redirection and calm down. Parents will also be notified. The Sherwood Academy prohibits the use of any cruel or unusually harsh form of punishment, including but not limited to: corporal punishment, the withholding of food, belittling and shaming, or the withholding of outdoor time. Rarely, a situation could arise that involves continued undesirable behavior or behavior that affects the safety of students and staff. In such a situation we will work with the families to create and enforce an appropriate behavior intervention 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.

Active Play Policy

Active play not only benefits a child's physical health, it also benefits their social development, increases focus, and improves academic success. At The Sherwood Academy active play can take many different forms and includes utilizing our outdoor playgrounds, our covered outdoor areas, our indoor common areas, and movement activities within the classrooms. 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.

Children MUST have closed-toe and closed-heel shoes. Heels, sandals, flip-flops, and Crocs are not safe for playground or indoor active play.

By law, we are required to provide a certain amount of outdoor active play for children (weather permitting), based on the number of hours they attend school per day. Outdoor activity times may be shortened as temperatures rise or fall. We will make every attempt each day to provide for each child's outdoor active play needs. Should the heat index rise about 100 degrees F, or should the wind chill fall below 9 degrees F, all outdoor activities will be suspended and indoor active play will be substituted. These temperatures are the recommended thresholds set by the American Academy of Pediatrics. Please dress appropriately each day for the outdoor temperatures!

Screen Time Policy

In accordance with the laws set forth by childcare licensing, children ages 2 and under are prohibited from any screen time at school. We strongly discourage screen time for our three- and four-year olds, though it may be permitted occasionally. Screen time for all students must be related to the lesson for the day and approved in writing by administration.

GRADE SCHOOL

Classroom Expectations

Students are expected to do their best every day! Our goal is to help each child learn to take responsibility for their actions and make good choices. Each child will be provided the opportunity to develop feelings of personal dignity, a positive self image, and a sense of community. Each team member at Sherwood is committed to helping each child achieve these goals.

It is our expectation that parents, teachers, and students work together to create a safe and inviting learning environment in the classroom as well as the school. While students may need reminders to stay on task and be attentive, they are expected to be able to follow classroom and school rules.

Behavioral Expectations

For some students, reminders may not be adequate in helping them be responsible, respectful learners, and participants in school activities. Students struggling to follow school expectations will be managed in a respectful and caring manner.

Students having difficulty being safe, responsible, or respectful may be referred to the office. Behaviors that may result in such a referral include, but are not limited to, assault with intent to harm, possession of drugs (including prescription or over the counter), alcohol or nicotine products and/or weapons, threats, stealing, repeated use of profanity, vandalism, retaliation, bullying or harassment. When a student is referred to the office, an investigation will occur and parents will be notified. The Directors in collaboration with the student's parents and law enforcement if warranted, will determine the consequence for the behavior. Consequences may include but are not limited to; in school suspension, out of school suspension, or expulsion. Students who are subject to out of school suspension or repeated in school suspension may not participate in after school clubs or school sponsored events at the discretion of the Head of School.

Our no touch policy remains in effect throughout each students' schooling years. Students should respect personal spaces, property of others, keep their bodies to themselves and refrain from pushing, punching, pinching, kicking, throwing items, hitting with objects, and running from class. Violations of this policy will result in immediate consequence.

Academic Assessments

Our teachers use a variety of assessments to account for each students understanding of the material presented and the standards. These forms of assessment may include but are not limited to daily work, class participation, traditional testing, oral interviews, individual and group projects, and presentations. The Sherwood Academy also conducts benchmark testing throughout the school year to track each student's progress.

Report Cards

Report cards are distributed every 9 weeks. Parents may also view their student's (3rd-10th grade) grades through our grade link platform.

Our Kindergarten through 2nd grade students will have standards based grading. We have established standards for each grade level that are developmentally appropriate, meet state standards, as well as Sherwood standards. Students will be assessed quarterly on the level of mastery of these standards.

Our 3rd-10th grade students will be graded on a traditional grading system with quarterly report cards containing our accreditation seal.

A- 90-100

B- 80-89

C- 70-79



Progress Reports

Progress reports for students in grades 3rd-9th are sent home at the end of the 5th week of each grading period.

Parent Teacher Conferences

Parent teacher conferences are held in the Fall, traditionally in the first nine weeks of school. A second parent conference is held in the Spring, traditionally in the third nine weeks of school. Conferences may also be set up with each teacher as needed.

Academic Dishonesty

Academic dishonesty is a serious offense. Students caught participating in academic dishonesty will receive a zero on the assignment and parents will be contacted for a conference. Instances that may be considered academic dishonesty include, but are not limited to;

- Copying the work of another student
- Using answer keys without permission
- Plagiarism
- Unauthorized use of AI platforms
- Obtaining and using copies of quizzes or tests
- Talking to another student during a test or quiz

Outdoor Policy

Students in all grade levels are afforded outdoor time to relax and refresh their brains. Students are expected to abide by their classroom policies and any outdoor expectations set forth by their teacher. Failure to follow the expectations, may result in a temporary loss of outdoor time. In addition,

- Students MUST have closed-toe and closed-heel shoes (tennis shoes preferred). Heels, sandals, flip-flops, and Crocs are not safe for outdoor play.
- Students are expected to dress appropriately for the outdoor temperatures. Outdoor activities will be suspended in the event that the heat index rises about 100 degrees F, or that the wind chill falls below 9 degrees F. These temperatures are the recommended thresholds set by the American Academy of Pediatrics.

Homework

Our grade school program does utilize homework. During each seven hour school day, we must accommodate for lunch, recess, snack, morning assembly, fine arts, STEM, library time, etc. These are all important building blocks for a child's full and well-rounded education.

On average, students get about four hours of instruction in their core subjects each day. The homework our program utilizes is minimal. However, it is a critical component to building fluency in skills and expanding on concepts introduced and taught in class and thus, in turn, works to build a strong academic foundation.

Homework in the lower grade school is generally assigned on a Monday and due on Friday. This allows considerable flexibility for families to plan around evening activities. Middle and Upper grade school homework may vary by grade and teacher. Grading practices for homework are up to each individual teacher. Students who are absent for more than three consecutive days may request a take home packet. Your child's teacher and front office must be notified 24 hours prior to pickup for ample preparation time. Students who are absent for less than three consecutive days should ask their individual teacher(s) for any make up work.

In the event of an unexpected and extended school closure, classwork will be provided to keep students current and their brains fresh.

School Property and Equipment

Students will be provided with all materials, supplies, and equipment needed for school and classroom use. Normal wear and tear is expected, however, students who engage in willful destruction, negligent care, and loss of materials will lose access to the materials for an unspecified amount of time and may be responsible for replacement.

Personal Cell Phones and Electronic Devices

Students who bring personal cell phones or electronic devices to school, must leave them in their lockers during their school day hours, either off or on silent. Students are not permitted to use cell phones, smart watches, or earbuds/headphones during school hours unless they are a required part of the days instruction. Cell phones and personal electronic devices are also not permitted in our afterschool clubs and stay & play.

The Sherwood Academy is not responsible for the loss or damage to any personal devices brought to campus.

Technology Use

While at school or while participating in a school related event, students are expected to follow all directions given concerning the use of technology. While using a school issued or personal device students will have access to the internet. Students may only access sites that are appropriate for educational purposes and the assignment given. Students who access sites, apps, or content not suitable for educational purposes or related to a current assignment while on school property or representing the school will be denied internet access and use of electronic devices for an unspecified amount of time. Unless instructed by their teacher, students may not use school issued or personal devices to produce audio and/or visual records during the school day, in restrooms or dressing rooms, during extra curricular activities, or during events where the student is representing The Sherwood Academy.

School Sponsored Events

As Sherwood grows, our presence off campus grows as well. Our grade school students will have opportunities to participate in events off campus as a representative of Sherwood. We rely heavily on parent volunteers for transportation and supervision during these events. ALL parents who volunteer in this capacity must clear a full background check, including fingerprints, prior to serving as a chaperone or transporting students for off campus school events.

Dress Code

Students at The Sherwood Academy are expected to dress in a respectable manner while on campus or representing The Sherwood Academy off campus. Our school dress code is designed to allow students some freedom of expression while maintaining an environment that is conducive to learning. Research shows that a school dress code increases student achievement by reducing a student's distraction and focus on their wardrobe, reduces behavioral conflicts, and teaches students the importance of a respectable appearance which impacts self-esteem and prepares them for their future careers.

- Encourage your student to wear comfortable clothing that will not cause accidents leading to injury. Students will be running and active during physical education, fine arts (theatre), and outdoor times. Appropriate clothing and shoes are expected to be worn at all times. Tennis shoes must be worn on physical education days and are preferred every day.
- Hats are permissible, however students will be asked to remove them during the pledge and while eating. Students may also be asked to remove them any time they are believed to be a distraction in class.
- Shoes must be sturdy, closed toe, and closed heel. No heels, sandals, flip flops, or crocs. Any boots must be non-marking.
- Clothing should be appropriate for active learning, outdoor play, and class.
- Clothing that displays profane, offensive, explicit, or any other graphics or words that are determined to be inappropriate are forbidden.
- **Shorts must have an inseam five inches or greater**, or bike shorts underneath.
- Shorts should be worn under skirts and dresses.
- Leggings may be worn with an appropriate long shirt.
- Shirts must cover stomach, backs and sides of torso.
- Sleeveless shirts and dresses must have straps that are at least two (of the child's) finger widths wide.
- Age appropriate undergarments must be worn once necessary.
- Students must wear an appropriate tank top/ shirt under any clothing that is sheer/see through, or low cut.

Violations

First offense- students will be sent to office and provided with a change of clothes. Parents will be notified.

Second and subsequent offenses- students will be sent to the office and parents will be required to bring a change of clothes to school.

Lockers

Grade school students will be issued a school locker for their personal belongings. School lockers should be treated with respect, and students are expected to refrain from slamming the doors, hanging on the doors, placing stickers on the locker, or drawing on the lockers. School lockers are also subject to searches at anytime by administration.

Attendance

Students learn best, when they are in school and regular attendance is essential to achieving success in school. While we understand that students will be absent for illness and family emergencies, it is important for them to be in attendance at all other times. The two most important times of a students school day are first thing in the morning when activities, instruction and their routine for the day are introduced, and at the end of the day when students have an opportunity for reminders, to pack up their belongings, and ask questions. If your child is absent for the day, please notify your child's teacher and the front office via email. Excessive absences will be evaluated on a case by case basis by the Head of School.

- **Late Arrivals** (tardies)- When students arrive to school late, they have already started their day behind and have missed a critical time of the day for social engagement, organization, and routine. Routine tardiness has a significant impact on a child's success in school. Excessive tardies will be evaluated on a case by case basis by the Head of School.
- **Early Departure**- We know that students will occasionally need to leave early for appointments. However, routinely leaving early places a child at an academic disadvantage. Our grade school classes run until 2:45pm, and dismissal begins at 2:50pm. When students leave early each day, they are consistently missing a portion of instruction. If a student needs to leave early, please contact the office and your child's teacher via email. Students must be signed out through the front office. Excessive and unexplained early departures will be evaluated on a case by case basis by the Director.

Family Expectations

Educating children and providing an environment that is supportive and conducive to the best learning experience possible takes a cooperative effort from the administration, the teachers, the parents, and the students. Families are expected to encourage their students, support their academic growth by participating in parent conferences and school events, as well as supporting and supervising students completing homework. Parents are also asked to refrain from expressing frustration or disparaging the child's teacher or school. Concerns should always be addressed in a professional manner with the classroom teacher and/or administration.



Volunteer Expectations- PLEASE NOTE POLICY

Each grade school family is EXPECTED to provide 10 hours of volunteer service at The Sherwood Academy. This expectation may be fulfilled by serving on a Forester's (parent volunteer organization) committee, leading an afterschool club, volunteering in the classroom, or working at a school event. Thank you in advance for your help in making Sherwood so successful for our students.

Community Service

Students entering our 9th-12th grade program are required to complete a minimum of 20 community service hours per year to meet graduation requirements. After school clubs and organizations may also require additional community service hours. These hours may be completed at any time during the school year, prior to May 1st.

Graduation

The Sherwood Academy honors and holds graduation recognition ceremonies for students exiting kindergarten, 8th grade and 12th grade. Specific details regarding graduation dates and times will be communicated in the Spring of each year.

Important Numbers

- Main Office- 281-356-4970
- Child Abuse Hotline- 1-800-252-5400
- Poison Control- 1-800-222-1222
- Child Care Licensing- 713-287-3238



ENROLLMENT INSTRUCTIONS

NEW FAMILIES ONLY

PLEASE USE A DESKTOP COMPUTER FOR REGISTRATION.

1. ENROLLMENT LINK: <https://secure.gradelink.com/3329/enrollment>
2. To create an account, please use a valid email address, create a password, confirm your password and then click REGISTER.
3. You will receive a message asking you to check your inbox for a confirmation email to verify your account. DO NOT click the continue button on this screen).
4. Please go to your email account and find the email to Confirm your Account (you may need to check your spam folder).
5. Enter the password you used to create your account and click CONTINUE.
6. At this time your account has been activated and you will CONTINUE to login. Re-enter your email and password and click LOGIN.
7. The system will take you through the enrollment process.
8. Once your application has been submitted, you will receive a confirmation email that your application has been received.
9. Once your application is approved, you will receive a confirmation email, as well as an invoice for any fees due.

RETURNING FAMILIES

PLEASE USE A DESKTOP COMPUTER FOR REGISTRATION.

1. Enter www.gradelink.com in the browser window.
2. Click Login button in the upper right corner of the page.
3. Enter our Gradelink School ID number 3329.
4. Enter your Username and Password.
5. Click Login Button.
6. Existing families will see the Re-Enroll tab on the left sidebar in your Parent Portal.
7. From there, you can begin the process of re-enrolling your child/children.

We are honored that you have chosen The Sherwood Academy for your child's educational journey!

TOUR NOTES



Staci Mayhill

Founder/Owner/Operator

Hours of Operation

M-F 7am-5pm

281-356-4970

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