

Online Admissions Process

Application, enrollment, and re-enrollment will be accessed and completed online through FACTS. Current students will receive an email with their re-enrollment packet. Students applying for the first time will access the application online. If your child was enrolled in a previous year and withdrew, they will need to fill out a re-enrollment packet. Please contact the Preschool Office to request a re-enrollment packet if your child is not currently enrolled. A non-refundable fee \$185 will be required to process the application or re-enrollment packet. If a spot is not available, the application/re-enrollment packet will be placed on the waiting list. If you are not moved from the waitlist to a class roster by March 1st, you will receive a check for \$165 (enrollment fee minus processing fees). Your application status will stay as waitlist. If a spot becomes available, you will need to re-submit the fee of \$165.

Philosophy

We believe in meeting the needs of the whole child: spiritual, academic, social, emotional and physical. We recognize that God has made each child unique, and we believe each child is a special addition to our preschool. Our curriculum is designed to encourage spiritual growth, hands-on learning, creative experiences, and academic readiness. We know that children learn best by actively engaging in their environment, and our daily activities revolve around that concept. We believe in and follow Shiloh Christian School's declaration of faith which supports biblical principles, spiritual growth, and Christian morals and values within the classroom.

Goals

- 1) To instill Biblical principles through Bible stories, songs and Bible verse memorization.
- 2) To teach age-appropriate academic material and provide hands-on activities that promote cognitive growth.
- 3) To encourage appropriate social interaction by sharing, using good manners, and showing respect.
4. To allow for kinesthetic growth through free play, playground activities, and gym time.

Programming Hours and Class Descriptions

Our classes have been set up to accommodate the different developmental stages of our students. With most kindergarten classes being full day/every day, we are finding that many of our students with late spring and summer birthdays are not developmentally ready for kindergarten. With that in mind, we have set up the following classes to give our students the possibility of one more year of preschool. In North Dakota, children entering kindergarten must turn five on or before July 31.

Tu/Th Preschool, 8:15 am-11:00 am (\$205/mo.)

The goal of this class is to encourage cooperative play, the development of social skills, and positive group interactions in a Christ-centered, child-focused setting. This class will begin to develop pre-writing skills as well as introduce academic concepts in all areas of development. Students from this class typically transition to a Pre-K class or a Transitional Kindergarten class the following year. All students must be potty trained prior to the beginning of the school year. Children must turn three on or before July 31 prior to the new school year in order to enroll in this class.

M/W/F Preschool, 8:15 am-11:00 am (\$255/mo.)

The goal of this class is to introduce an academic, Christ-centered, child-focused environment in a structured setting, while encouraging cooperative play, development of social skills, and positive group interactions. This class will introduce and continue to develop pre-writing skills as well as introduce academic concepts in all areas of development. Students from this class will go on to one of our Pre-K classes the following year. Children must turn three on or before July 31 prior to the new school year in order to enroll in this class.

Pre-Kindergarten

M/W/F AM Pre-K, 8:15 am-11:00 am (\$255/mo.)

Students will work on a variety of kindergarten readiness skills and will be age-appropriately challenged in all areas of development to prepare them for kindergarten. Most children from this class will go on to kindergarten the following year. Students must turn four on or before July 31 prior to the new school year in order to enroll in this class.

Full Day Pre-Kindergarten

M/W/F Full Day, 8:15 am-2:45 pm (\$450/month) Tu/Th Full Day (\$325/month) from 8:15 am-2:45 pm

Students will work on a variety of kindergarten readiness skills and will be age-appropriately challenged in all areas of development to prepare them for kindergarten. Most children from this class will go on to kindergarten the following year. Students must turn four on or before July 31 prior to the new school year in order to enroll in this class.

Transitional Kindergarten

Monday through Friday AM, 8:15-11:00 am or PM, 12:15-2:45 pm (\$400/month)

Students will work on a variety of kindergarten readiness skills and will be age-appropriately challenged in all areas of development to prepare them for kindergarten. This class is primarily designed for older four-year-olds and five-year-olds who will attend kindergarten the following year. Children must turn four on or before July 31 prior to the new school year in order to enroll in this class.

FACTS System for Preschool Tuition/Payments

All families are expected to pay their tuition and miscellaneous bills through our FACTS SIS system. Families must register and manage their financial obligations to SCS with this system. There is an annual cost for each SCS family for this system; \$20 if paying tuition in one payment, or \$50 if paying tuition in 10 monthly payments (August 5 or 20-May 5 or 20). We do accept payments at the school in the form of cash, check and credit card. Credit card charges will incur a processing fee. All returned checks will incur a processing fee.

Withdrawal

Families must submit a written notice of withdrawal form to the Preschool Director. The withdrawal notice must be given two weeks prior to your payment due date, to avoid the next month's tuition payment. Families that pay in full, and follow the two week notice policy, will receive a prorated tuition credit. The first tuition payment or payment in full is due in August. Families will select either the 5th or the 20th for their due date when enrollment is set-up. Families must withdraw from SCS in writing to the Preschool Director, two weeks prior to this date, to avoid a tuition charge.

T/Th Preschool:

Families will select one of the following payment plans:

1. Ten monthly tuition payments of \$205.00, due the 5th of each month starting in August.
2. A \$2,009.00 payment in full, which includes a 2% discount and the FACTS payment fee.

M/W/F Preschool:

Families will select one of the following payment plans:

1. Ten monthly tuition payments of \$255.00, due by the 5th of each month starting in August.
2. A \$2,499.00 payment in full, which includes a 2% discount and the FACTS payment fee.

M/W/F am Pre-Kindergarten:

Families will be able to select one of the following payment plans:

1. Ten monthly tuition payments of \$255.00, due by the 5th of each month starting in August.
2. A \$2,499.00 payment in full, which includes a 2% discount and the FACTS payment fee.

T/Th Pre-Kindergarten Full Day:

Families will be able to select one of the following payment plans:

1. Ten monthly tuition payments of \$325.00, due the 5th of each month starting in August.
2. A \$3,205.00 payment in full, which includes a 2% discount and the FACTS payment fee.

M/W/F Pre-Kindergarten Full Day:

Families will be able to select one of the following payment plans:

1. Ten monthly tuition payments of \$450.00, due the 5th of each month starting in August.
2. A \$4,430.00 payment in full, which a 2% discount and the FACTS payment fee.

Transitional Kindergarten AM or PM:

Each Pre-K family will be able to choose one of the following payment plans:

1. Ten monthly tuition payments of \$400.00, due the 5th of each month starting in August.
2. A \$3,940.00 payment in full, which includes a 2% discount and the FACTS payment fee.

Before School Care Hours and Fees-Enrollment is limited

Classroom doors will open at 8:15 am. We offer Before School Care from 7:45-8:15 am. If you are interested in this program, please select the Before School Care option in Extended Program Options section of the Admissions Application. Fees are due by the 5th of each month.

T/Th, \$60/month; M/W/F, \$90/month; M-F, \$150/month

Stay & Play, M-F AM Transitional Kindergarten and MWF AM Pre-K families are eligible to enroll in this option. This option will benefit families looking for an option to extend to a full day. There will a daily routine to follow that will allow for flexibility to meet the needs of the class.

M/W/F, \$255/month; M-F, \$425/month

Little Hawks Club-Enrollment is limited

Siblings of Shiloh K-12 students are eligible for enrollment in our Little Hawk Kid's Club. The Little Hawks Club will bridge the dismissal gap from 2:45-3:15 pm. Students in the Little Hawk Kid's Club will be brought down to the Commons area at 3:05 pm. A preschool staff member will supervise the students in this group and dismissal will be from the Commons area no later than 3:15 pm.

T/Th \$20/month, M/W/F \$30/month, M-F \$40/month

Late Pick Up Fees

Morning class dismissal time is 11:00 am. Afternoon and full day class dismissal time is 2:45 pm. If a child is not picked up promptly by 11:00 am from the morning session or 2:45 pm from the afternoon or full day session, a \$15.00 (non-prorated) late fee will be charged for each 15 minutes you are late. Late fees will be added to the monthly billing statement and will be due on the 5th of each month. A family who is late on a continual basis will be asked to make different arrangements for their child.

Billing and Late Payment Fees

Each family will set up a FACTS account. All billing information can be viewed on this account. Details on how to log into your account will be given to each family before the school year begins. An email will be sent as a reminder of payments due. Payments are due by the 5th of each month, starting in August. Payments must be received 10 days after the due date, or a \$15.00 per month fee may be assessed. If a family has two consecutive months of delinquent payments, their child will not be able to attend class until their account is current. Payments that are late on a continual basis will result in the family making different arrangements for their child at the request of administration.

Hot Lunch Fees

If your child attends a full day session, you will have the option of purchasing a hot lunch or bringing a cold lunch from home. Hot lunch ordering is online. Ordering opens on Friday and closes on the Sunday prior to the week. If your child is absent from school and has ordered lunch, your account will be credited. If your child chooses to drink milk at snack, the milk charge will incur as a hot lunch fee. Funds may be deposited electronically through your FACTS account to pay for hot lunch/milk fees. Families can request to have any remaining funds in their FACTS lunch account to be paid to them by check. Requests for remaining funds must be made by May 30. Unless a refund request has been made by May 30, any funds left over in your FACTS lunch account will be donated to families in need. If your family continues on at Shiloh, any amount of money in the lunch account will automatically transfer over to the following year.

Enrollment Requirements

There is a limited amount of space available in our program. If our program does fill up, we encourage you to put your name on our waiting list in case an opening should occur. In order for us to process your application, you must complete all of the following:

1. Read the Shiloh Christian Preschool Handbook
2. Pay the \$185 non-refundable registration fee
3. Complete the online Admissions Application
4. Complete and submit all required forms
5. Submit a copy of your child's immunization record. (can be requested from child's physician)
6. Submit a photocopy of your child's birth certificate or passport

Because of the enrollment requirements, we are not able to be responsible for any children who are not registered in the program (ex. Bring a friend/sibling/cousin day).

Communication to Parents

Communication from Shiloh's Preschool Director regarding acceptance, class placements, preschool programming, upcoming events, or other important information will be communicated to parents via email. Please check your email regularly for communication from Shiloh Christian School. If your email changes or you prefer to use a different email, please notify the Preschool Director.

Special Needs

We will make every effort to accommodate a child with special needs. Children are all created in a unique way. The acceptance of a child with special needs to Shiloh Preschool will vary with each individual. If a child's behavior or needs compromise the care of other students at any point throughout the day, parents will be called for an early dismissal. A meeting will be scheduled between with the teacher, both parents, and the Preschool Director. At the meeting, we will determine the plan for support in the classroom. If reasonable attempts are made and we believe we are unable to meet the needs of the child due to funding, staffing, or equipment, we will help your family determine a transition plan.

Open House and Orientation

We will be having an Open House in the spring and an Orientation session shortly before school begins. We encourage each family to attend these events. It will give us a chance to meet your child, and he/she will be able to see the classroom and meet teachers and classmates.

Vacations, Holidays, and Storm Days

No credits will be made on tuition for scheduled holidays, vacations, or storm days. We will not pro-rate for longer or shorter months. If Shiloh has a storm day in which school is cancelled due to bad weather, preschool will also be closed on that day. Text alerts and emails will be sent to notify you if school is closed. You will be informed of any make-up days for storms. Each family will receive a yearly preschool calendar prior to the school year. Our calendar is aligned closely with Shiloh's K-12 calendar, with the exception of the first and last days of school, and Preschool Parent/Teacher Conferences. If Shiloh has a late start due to weather, ½ day AM classes will be canceled for that day.

Absences

If your child will not be present for school, please inform the teacher or director by 8:00 am of that day. Email is the best way to contact the teacher or director regarding illnesses/absences. No credits will be made on tuition for absences.

Illnesses

Your child's health and well-being are very important to us and that is why we ask each family to fill out health forms and keep immunizations up to date. If your child is ill, please keep your child at home to prevent the spread of illnesses to others. We will also notify you if:

1. Your child develops symptoms or signs of irritability throughout the day.
2. The illness prevents him or her from participating with the other children.
3. The illness produces greater needs than what the teacher can provide for without compromising care to the other children.

We will provide a place for him or her to rest, away from the group with supervision, until you arrive. We are especially concerned about communicable diseases. Please contact us as soon as possible if your child has contracted a communicable disease or has been exposed to one. (Ex: pinkeye, lice, strep throat, chickenpox, influenza, croup, impetigo, etc.) Please be sure that your child is adequately recovered and is no longer contagious before returning him or her to school. Your child must be symptom free for 24 hours after vomiting or a fever of 100 degrees or higher. We will notify parents, as necessary, regarding exposure to communicable illnesses within the classroom.

Health Plan

If your child has any medical health conditions, a Health Plan must be on file. The Health Plan must state the medical condition, symptoms, care, special instructions, parent name/number, emergency contact, and steps to take in a medical emergency. If it is determined that the needs are beyond our capacity a transition meeting will be scheduled.

Medications

We will need a written permission slip from a parent/guardian in order to give any medications to your child. Medications prescribed by a doctor must have the doctor's written instructions on the original container as to:

1. The recommended dosage of medication
2. The administration of medication
3. The proper way to store medication
4. The child's name
5. The date it was filled

Food Allergy Policy

Shiloh Christian Preschool is committed to do its best to keep all students safe and healthy while in our care. The following policy includes guidelines to help ensure safety for students with food allergies.

1. Parents of children with food allergies will be asked to sign a Food Allergy Action Plan in case of an allergic reaction.
2. Due to the increasing numbers of severe food allergies, we will be purchasing and providing all snacks for our students based on the types of allergies we have and nutrition guidelines. This will ensure that all children are given safe and healthy snacks each day.
3. If your child has a severe food allergy and you are more comfortable providing your own snack for your child each day, you are certainly welcome to do so.
4. For birthdays, we will provide a special snack from our list of approved birthday treats.
5. Students are offered white milk for snack each day for a minimal fee. Water is also served for those who desire that instead of milk. If there is a milk intolerance/allergy, an alternative nut-free milk substitute can be provided by the family and left at school to serve during snack.
6. Prior to the start of the school year we will provide a list of food items not allowed in the classroom (including cold lunches) due to allergies.

Discipline

We believe that children respond best to positive reinforcement and redirection toward a positive and constructive behavior. If a challenge arises, the teacher may visit with the child about how to appropriately handle the situation, or the teacher may ask the child to be away from a situation for a brief amount of time. We believe that children thrive through the example of a positive and encouraging role model, and our teachers and staff have been hired with that in mind. We will partner with you if challenging behavior occurs on a consistent basis. If the behavior is compromising the care of the other children in the class, parents will be called for an early dismissal from school that day. A team meeting will then be scheduled to address the child's unique needs.

Behavior Policy

We strive to ensure safety for every child; therefore, we have implemented a behavior policy regarding more serious behavioral concerns within the classroom. If a child harms himself or others verbally, physically or emotionally on a consistent basis; or if the child's behavior compromises the care of the other children in the classroom and attempts to address the concern do not result in improvement, we will schedule a meeting with the family to discuss a transition plan. If reasonable attempts to schedule a meeting fail, contact will be made in writing stating the dismissal from the program.

School Apparel

Please make sure your child is dressed for a busy, fun-filled, and sometimes messy day! Your child should be comfortable and appropriately dressed for the season. Ensure your child is dressed warm enough for outside winter play (coat, snow pants, hats, mittens, and boots). For safety reasons, tennis shoes must be worn at preschool. It is difficult to change out shoes during the day, due to time constraints, so please send your child to school wearing tennis shoes. We ask that you label each one of your child's belongings in case they are lost or misplaced. In case of an accident or spill, please make sure an extra set of clothes is left at the school or in their backpack (shirt, pants, underwear and socks).

Emergencies

If there should ever be a more serious accidental injury, we will contact a parent or caregiver immediately, and depending on the severity, call 911. We will make medical decisions along with paramedics until you arrive. Any expenses not covered by our insurance will be the responsibility of the family. Please keep your emergency

information updated so you can be easily reached if needed. All Preschool staff members are CPR and First Aid certified. Each classroom has an emergency procedures manual listing steps to follow in the event of a school emergency, such as a fire, lockdown, shelter in place, etc. Emergency drills are performed monthly. In the event of a school emergency that would require relocation (such as a fire), all students will be bused to a designated relocation site. The name and address of the relocation site, along with other pertinent information, is posted by the door inside each classroom. If your child is injured at school and medical intervention is necessary after the school session, please email the Preschool Director with the following information: Injury, clinic visited, and outcome of the visit.

Transportation

Shiloh Christian Preschool does not provide transportation to or from our facility, except in the event of an emergency evacuation requiring relocation.

Sign In/Sign Out

When you bring your child into the classroom, he or she becomes our responsibility. We want to make sure all children are well taken care of. Your child will only be able to leave with a person listed on the Child Information Form. We will be calling the parent/guardian if there is any question and may ask to see personal ID. Please notify your child's teacher if someone new will be picking up your child.

Aquatic Activities

Shiloh Christian Preschool does not have a water filled pool, wading pool, hot tub or any aquatic equipment on its premises. Shiloh Christian Preschool students do not participate in any aquatic activities while in our care and under our supervision.

Family Classroom Communication

The teacher will be available to visit with you before and after school. The teacher can also be contacted by phone or email. To make sure that there is effective communication between the teacher and parents/caregivers, the following items will be posted on a family communication board in each classroom:

1. Postings of any special activities/events
2. A monthly calendar
3. A sign-in and sign-out clipboard (found near the classroom door)

Each student also has a mailbox/cubby where you will receive:

1. A monthly calendar
2. A newsletter of classroom activities
3. A report regarding your child's progress (twice a year)
4. Any classwork/projects your child has completed

Birthday Parties/Soliciting Policy

The mailboxes in the classroom cannot be used to distribute personal invitations (adult or child), information marketing businesses, or any information that does not strictly relate to the program's activities. Birthday invitations are exciting; however, they can also be the cause of hurt feelings. Please send invitations through the mail versus distribution at school in front of other students unless inviting the whole class. We ask for your good taste and judgment in bringing gifts or sleep over attire for after school parties, as well.

Social Media

We do our best to protect your child's privacy. However, Shiloh is not able to control social media activity by preschool families. To respect the privacy and rights of our preschool families, we ask that any pictures of children in our care, other than your own, not be posted to any form of social media. Each family will complete the Release of Information section in the Admissions Application stating your preference regarding specific releases of information.

Shiloh Christian Preschool Staff

Preschool staff members have been hired for their excellence in the field of Early Childhood Education. Each staff member participates in yearly professional development in order to meet licensing requirements and to stay current in within the field. An annual background check on each staff member is also completed to ensure the safety and well-being of the students.

Shiloh Christian Preschool Licensing Information

Shiloh Christian Preschool is licensed through the State of North Dakota under the Department of Human Services, (701) 222-6622. As Early Childhood professionals and as a license holder, our staff is required by law to report any suspected case of child abuse or neglect to Social Services. Parents also have the right to report a complaint or a potential licensing violation to their local Social Services.

Preschool Contact Information

Beth Heyne
Shiloh Preschool Director
221-2104 ext.112
heyneb@shilohchristian.org

Paula Schumaier
Assistant Preschool Director
701-221-2104 ext.113
paula.schumaier@shilohchristian.org

Our handbook has been written to ensure that our program runs smoothly and adheres to State regulations and Bright & Early guidelines, so that your child will have the best preschool experience possible. The handbook is subject to change at Shiloh's discretion. Upon submission of application, you are indicating willingness to follow all preschool policies.



Academic Excellence on a Christian Foundation

Shiloh Christian School's Declaration of Faith

- We believe in Jesus Christ, fully God and fully man (John 1:1-18; Phil. 2:6-8), His virgin birth (Mt. 1:18-25; Lk. 1:26-38), His sinless life (2 Cor. 5:21; Heb. 4:15), His miracles (Jn. 30:30,31), His substitutionary and atoning death through His shed blood on the cross (Rom. 5:1-12; 2 Cor. 5:16-21; Heb. 9-10), His ascension to the right hand of the Father (Acts 1:9-11; 7:55,56; Eph. 1:20-23), and His personal, physical return in power and glory (Zech. 14; Rev. 19).
- We believe in one infinite God (Ps. 90:2; 1 Tim. 1:17) in whom are three persons - Father, Son and Holy Spirit (Matt. 28:19, 2 Cor. 13, 14, Eph. 1:3-14).
- We believe in the ministry of the Holy Spirit (John 14:16), who is fully God (Acts 5:3,4); that He indwells every born-again believer (Rom. 8:9-11; 1 Cor. 6:19), giving power to live a godly life (Gal. 5:22,23; Eph. 4:30; 1 John 2:20-27).
- We believe that the Bible is the only verbally, fully inspired Word of God (2 Tim. 3:16; 2 Pet. 1:20,21), inerrant and infallible in matters of both fact and faith (Mt. 5:17; John 10:35); that it has absolute authority over all earthly wisdom (1 Cor. 1:18-31) and that it teaches us what we are to believe and how we are to live (James 1:19-27).
- We believe that man has a sinful nature from conception (Ps. 51:5; Ps. 58:3), is totally dead in sin (Eph. 2:1), unable to save himself (Tit. 1:15,16), and in need of a Savior (Rom. 3).
- We believe salvation consists of the remission of sins, the imputation of Christ's righteousness and the gift of eternal life received by faith alone, apart from works (Eph. 2:8, 9; Tit. 3:5). All who repent of their sins and believe on the Lord Jesus Christ, being freely justified by the Father are born again by the Holy Spirit (Romans 1-5; Eph. 1:3-14)
- We believe in the existence of Satan (Luke 11:18), his warfare against God (Acts 26:18, 2 Cor. 4:4; 1 John 3:8-10), and his defeat on the cross (Col. 2:15) for eternity (Rev. 20:10).
- We believe in the literal, supernatural creation (Gen. 1,2; Job 38-41) - everything existing according to God's power (Col. 1:15, 17).
- We believe in the resurrection of the saved unto everlasting life and blessedness in heaven (Dan. 12:2; John 5:28-29; 14:1-3; Rev. 21,22) and in the resurrection of the lost unto everlasting conscious punishment in hell (Rev. 20:11-15).

- We believe The Church is the Body of Christ, composed of all born-again believers (Eph. 4:1-16; 5:25-27; Col. 1:18), meeting together in local assemblies for worship and fellowship (Acts 2:42-47; Phil. 1:1; 1 Th. 1: Rev. 1:4).