



Early Learning School

# Family Handbook

2024-2025



## **Online Admissions/Enrollment 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. A re-enrollment email will be sent to the parent that was selected as the enrollment responsible person when the initial enrollment was completed. The re-enrollment fee is \$185 due at the time of submission.

*New students* applying for the first time will access the application through the Family Portal in FACTS. A non-refundable \$37 application is required to apply. Once accepted, enrollment must be completed within 10 days from when the enrollment notice is sent. A non-refundable \$150 payment is required to process a new student enrollment. If there is not a spot on a classroom roster, the child will be placed on the waiting list.

## ***FACTS System for Preschool Tuition/Payments***

All families are required 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 2024-May 2025). We accept payments at the school in the form of cash, check and credit card.

## **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**

As a reminder, in North Dakota, children entering kindergarten must turn five on or before July 31.

### ***Tu/Th Preschool, 8:15 am-11:00 am***

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***

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 Full Day, 8:15 am-2:45 pm, or Tu/Th Full Day, 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***

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.

### **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 weeks 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 5<sup>th</sup> or the 20<sup>th</sup> 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:***

1. Ten monthly tuition payments of \$223.90 (August 2024-May 2025).
2. A \$2,239.00 payment in full, not including the 2% discount (August 2024).

#### ***M/W/F Preschool:***

1. Ten monthly tuition payments of \$278.50 (August 2024-May 2025).
2. A \$2,785.00 payment in full, not including the 2% discount (August 2024).

#### ***T/Th Pre-Kindergarten Full Day:***

1. Ten monthly tuition payments of \$355.10 (August 2024-May 2025).
2. A \$3,551.00 payment in full, not including the 2% discount (August 2024).

#### ***M/W/F Pre-Kindergarten Full Day:***

1. Ten monthly tuition payments of \$491.70 (August 2024-May 2025).
2. A \$4,917.00 payment in full, not including the 2% discount (August 2024).

#### ***Transitional Kindergarten am:***

1. Ten monthly tuition payments of \$424.30 (August 2024-May 2025).
2. A \$4,243.00 payment in full, not including the 2% discount (August 2024).

**Afternoon Enrichment:** This option, available to M-F AM Transitional Kindergarten students, will accommodate a full-day experience for students. The daily routine allows for flexibility to meet the needs of the class and includes lunch, rest-time, and enriching daily experiences.

1. Ten monthly tuition payments of \$425 (August 2024-May 2025).
2. A \$4,250.00 payment in full, not including the 2% discount (August 2024).

### **Lil' Hawks Extended Day Options**

#### **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 the Extended Program Options section of the Admissions Application. Fees are due by the 5<sup>th</sup> of each month.

T/Th, \$65/month; M/W/F, \$90/month; M-F, \$150/month

#### **Commons 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 \$35/month, M/W/F \$50/month, M-F \$65/month

### **Late Pick Up Fees**

Morning classes dismiss at 11:00 am, and full day classes dismiss at 2:45 pm. If a child is not picked up promptly by 11:00 am from the morning session, 2:45 pm from the full day session, or 3:00 from the afternoon session, a \$15.00 (non-prorated) late fee will be charged at 15 minute increments. 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 5<sup>th</sup> or 20<sup>th</sup> 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. Funds may be deposited electronically through your FACTS account to pay for hot lunch/milk fees. Any amount of money in the lunch account will automatically transfer over to the following year. Families can request remaining funds in their FACTS lunch account to be paid by check. 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.

### **Enrollment Requirements**

There is a limited amount of space available in our program. If classes are full, we encourage you to submit an application for placement on the waiting list. The complete Admissions Process includes the following:

1. Read the Shiloh Christian Early Learning School Handbook.
2. Complete and submit 2024-2025 Preschool Application (\$37 non-refundable application fee).
3. Complete enrollment within 10 days of receiving enrollment email.
4. Complete and submit all required forms
  - A. Birth Certificate or Passport
  - B. Immunization Certificate or Exemption Form
  - C. Child Information Sheet
  - D. Parent's Statement of Health
5. Confirmation of placement on the classroom roster.

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).

### **Pickup and Drop Off**

Drop off will take place through the front doors of the main building. Parents will then walk their child down to their classroom, and wait with them until the classroom doors have been opened. No entry will be allowed from the North elementary door. When picking your child up, please have your card to show the office staff, unless picking up in the commons at 3:10.

### **Communication to Parents**

Communication regarding acceptance, class placements, 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. Please update any contact information including phone, address, or email in your FACTS account to assure that you receive all communication.

## **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 will vary with each individual. If a child's 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 with the teacher, parents, and administration. At the meeting, a care plan will be created or reviewed to determine support needs in the classroom and resources available. 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.

## **Discipline**

We believe that children respond best to positive reinforcement and redirection toward appropriate behavior. If a challenge arises, the teacher will take the child aside and discuss ways to handle the situation. In addition, the teacher may ask the child to be away from a situation for a brief amount of time. 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, or if meetings do not result in appropriate conduct, dismissal from the program will be stated in writing.

## **Open House and Orientation**

We will host an Open House in the spring and an orientation session shortly before school begins. We encourage all new families to attend these events.

## **Vacations, Holidays, and Storm Days**

No credits will be made on tuition for scheduled holidays, vacations, or storm days. We will not prorate for longer or shorter months. Text alerts and emails will be sent to notify you if Shiloh Christian School, PS-12, is closed due to circumstances, such as the weather. Each family will receive an annual calendar prior to the school year. Our calendar is aligned closely with Shiloh's K-12 calendar, except for the first and last days of school, and Parent/Teacher Conferences. If Shiloh Christian School has a late start due to weather, all 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**

We are committed to do our 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. The Action Plan must address the allergies, symptoms, and treatment in case the child comes into contact with an allergen.
2. Due to the increasing numbers of severe food allergies, we will be purchasing and providing 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, we will schedule an Allergy Action Plan meeting prior to the start of the school. At this time, we will discuss reasonable accommodations to be made with parent/guardian partnership.
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.

## **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 should 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).

## **Transportation**

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

## **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.

## **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 Early Learning 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 director with the following information: Injury, clinic visited, and outcome of the visit.

## **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.

## **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

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

1. A monthly calendar
2. A newsletter of classroom activities
3. 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 individuals not employed by SCS. To respect the privacy and rights of all families, we ask that any pictures of children in our care, other than your own, not be posted to any form of social media. Please ask for an individual's permission before posting photos of anyone while at Shiloh (including staff). Each family will complete the Release of Information section in the Admissions Application stating your preference regarding specific releases of information.

## **Shiloh Christian Early Learning School Staff**

Staff members have been hired for their excellence in Christian early childhood education. Each staff member participates in yearly professional development in order to meet licensing requirements and to stay current on best practices. An annual background check on each staff member is also completed to ensure the safety and well-being of the students.

## **Licensing Information**

Shiloh Christian Early Learning School is licensed through the State of North Dakota under the Department of Health & Human Services. 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 Child Protective Services (833-958-3500). Parents also have the right to report a complaint or a potential licensing violation to our licensing specialist Laiken Grensteiner (701) 425-9156 or the ND Early Childhood Section at 1-800-997-8516.

## Contact Information

Shelby Custer  
Early Learning Director  
701-221-2104 ext.113  
[shelby.custer@shilohchristian.org](mailto:shelby.custer@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.*

## CORE VALUES

Our core values define our culture. We intentionally strive to live out our core values as we carry out Shiloh's mission.

1. Value - each of us is valuable, because of Whose we are.
2. Faith - shapes us. defines Shiloh. moves mountains.
3. Community - we were made for connection.
4. Integrity - we are who we say we are and do what we say we'll do.
5. Courage - doing the right thing takes courage.
6. Excellence - bring our best in all we do, as unto the Lord.
7. Service - an overflow of our hearts. Leaders serve.



## 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)