



Shepherd Christian School
425 South Hamilton Road
Gahanna OH 43230
(614) 471-0859
www.shepherdchristian.org

Dear Families,

Enclosed you will find a 2018 - 2019 Enrollment Packet. We believe that Shepherd Christian School is an excellent choice for your child's education.

It is our goal to provide a healthy and enriching academic environment where children feel secure and where daily activities enhance the development of their spiritual, social, emotional, physical, and intellectual skills. The teachers and staff look forward to being able to serve your family through your child's education.

We would like for you to consider the following information as you make plans for your child's education:

- **Strong Christian Focus** - Students study the Bible every day, memorize scripture and attend weekly chapel services that include worship, prayer and lessons.
- **Quality Education** - At Shepherd Christian School, we are committed to a quality Christian education. Our school is fully chartered and our state-certified teachers follow the Ohio State Academic Standards.
- **Differentiated Instruction** - Our low-class size gives added opportunity for our teachers to meet the needs of individual students.
- **Other Educational Opportunities** - Spanish, Music, Technology, and Physical Education classes are integral parts of our curriculum for all grades (K-5). Many of our students also receive services from a reading specialist and/or licensed speech and language pathologist.
- **Lunch Included** - We include a full nutritional lunch as part of our tuition.
- **Sibling Discount** - We offer a 10% sibling discount.

If you have questions not included in this packet, please do not hesitate to contact us. We would welcome the opportunity to talk with you.

In Christ's service,

Ken Pease

Administrator

Shepherd Christian School



SHEPHERD CHRISTIAN SCHOOL

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STUDENT ADMISSION POLICY

ADMISSION AND PLACEMENT

Shepherd Christian School offers instruction to students in Kindergarten through fifth grade. Class size is limited to enhance student learning. Kindergarten students must be five years old by September 30th of the upcoming school year to enter school.

Prospective first grade students must be six years of age by September 30th of the school year and/or completed one year of Kindergarten instruction at a school in the state of Ohio which follows the Administrative Code of the Ohio Department of Education, from any out of state school approved by a state department, or the equivalent for schools attended in a foreign country.

Shepherd Christian School recruits and admits students of any race, color, gender, or ethnic origin to all the rights, privileges, programs and activities available at the school. In addition, the school will not discriminate based on race, color, gender, or ethnic origin in administration of its educational policies, scholarships, fee waivers, educational programs, and extracurricular activities.

Shepherd Christian School is State Certified and our program meets or exceeds all standards set forth by the Ohio Department of Education.

REGISTRATION

Registration is limited due to class size. There is a \$50.00 Testing Fee and Enrollment Fees of \$350-\$500 per student based on receipt of application. Please refer to the Tuition and Fees sheet to determine what fees would apply to your student. All fees are non-refundable and due at the time of enrollment. To register a child, complete an Enrollment Application form, set up your FACTS account and return the application to Shepherd Christian School along with the enrollment fee payment.

At the time of registration, the following must be presented:

- Completed *Enrollment Application* form.
- Financial Commitment Agreement (*on the back of the Enrollment Application*).
- Enrollment/Testing fees (non-refundable)
- Immunization Record
- Birth Certificate
- EdChoice Scholarship students need EdChoice Application completed and current utility bill.

Applications will not be considered complete until all requested information is on file.

Registrations will be accepted in order of the date of receipt of the application and fees. Applications will not be considered complete until all requested information is on file. Acceptance or rejection of applicants will be by written notification. If applications exceed class capacity, parents will be notified immediately. Parents may then request that their child's application be placed on the waiting list. If openings occur, they will be filled from the waiting list. If your child is not enrolled in a class due to insufficient enrollment, lack of space, or assessment results, your fees will be refunded.

All prospective students will be tested to determine appropriate placement. Shepherd Christian School reserves the right to deny enrollment of a student (in any grade) when assessment indicates that the program can not meet the student's needs.

WITHDRAWAL

Students who withdraw during the school year must have all fees paid in full. Tuition will be charged through the month of the date of withdrawal. The school appreciates that arrangements for withdrawal be made as far in advance as possible accompanied by written notification.

Release of a student's academic and health records to the receiving school is contingent upon all fees due being paid in full and receipt of the written release form signed by a parent.



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DRESS CODE

Shepherd Christian School believes that the attire and personal appearance of students directly reflects their attitude toward school and the public. Student behavior is also directly related to student dress and grooming. Shepherd Christian School has adopted a code of "uniformity", but not a specific uniform. All clothing retailers are accepted if the color and type of clothing is as outlined below:

The acceptable dress code for students in grades K-5 is as follows:

1. All attire is to be plain and free of printing/logos, except for Shepherd Christian School apparel.
2. Clothing items should be plain in color.
3. Appropriate clothing includes:
Girls: Jumpers, Skirts, Capri's/Skorts/Shorts, Slacks/Leggings
Boys: Slacks and Shorts
Slacks are defined as Capri or full length, plain pants (no "cargo" style pants permitted). Skirt and short length should be no more than 2" above the top of the knee. Shorts should be worn underneath skirts and jumpers. The clothing items listed above should be **Khaki or Navy** in color. Leggings: **White, Khaki, Black, Green or Dark Blue.**
4. Tops include **collared** shirts/blouses, polo shirts, and turtlenecks (shirts or blouses must have a collar - No crew necks). Colors of tops should be **White, Green, Navy, or Black.** T-shirts and/or T-tops are not acceptable as a primary outer top.
5. Crew-neck or V-neck sweaters or sweatshirts may be worn over an approved top. Colors may be White, Green, Navy or Black.
6. Sweaters or sweatshirts with hoods are not permitted to be worn in the classrooms, gym or chapel unless they are black Rams hoodies.
7. Jewelry is not permitted. However, watches may be worn by all students and "post" earrings (no hoop or dangle type) may be worn by girls with pierced ears.
8. No unnatural lipstick, makeup or nail polish is permitted.
9. Hair must be clean and well-groomed.
10. Shoes must have closed toe and heel (For safety, no sandals, flip flops, slipper shoes, or open toe shoes or Crocs are permitted). Black or Brown dress shoes are also acceptable but must have a strap. Socks are required, and should be white, red or blue - no patterned socks or leggings.
11. Students must wear appropriate clothing and **athletic shoes** on their scheduled Gym class day to participate and be graded. Skirts and/or dresses should not be worn on gym day.
12. No hoods/hats, sweatbands, sunglasses or outside coats are to be worn inside the building.
13. If the outside temperature is above 30 degrees, students need to be prepared to go outside for recess: boots, coat, hat and gloves.

Students must follow the student dress code every school day during regular school hours unless the Principal has designated otherwise. Clothing should be neat and clean in appearance.

To achieve uniformity and fairness among all our students, it is important that we all abide by the policy as written. For any family having difficulty finding uniforms or any further questions regarding this policy, please call the school office for assistance.

On occasion, the administration will permit special non-uniform days. Students may wear an appropriate outfit of their choice, but for safety reasons must adhere to the dress code above on shoes.



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TRANSPORTATION

Transportation to Shepherd Christian School:

Shepherd Christian School does not provide transportation to our school. Parents are responsible for bringing students and taking them home. If you cannot bring your child to school by 8:00 a.m. or pick them up by 2:30 p.m. you have the option to enroll them in Little Lambs Children's Center extended care program.

Even though emergencies come up, it is your responsibility to pick up your child on time (2:30 p.m.). Because we provide extended care for children through Little Lambs Children's Center, we do not offer any other services for child care. If you fail to pick up your child "on time", you may incur monthly charges on your FACTS account.

The State of Ohio has a law that public schools need to pay for transportation of your child to and from school. That law does not say that a bus will be provided. For small private schools like ours, it is usually in the form of payment reimbursement. **You are responsible for contacting your resident school district to receive this reimbursement.**



ADMISSION PROCESS

1. Fill out application.
2. Submit the application to Shepherd Christian School along with the enrollment, testing fees, and birth certificate (new students).
3. After the designated re-enrollment period for current families, new applications are reviewed by the administration.
4. The administrator will schedule student testing (K-5) and parent interviews/tours if needed (based upon classroom space that is or may become available) for students whose application materials demonstrate that they may be well served by the school and that they and their parents may be willing to be a part of fulfilling the school's mission.
5. Approval of admission to Shepherd Christian School will be based on:
 - a. Student testing results
 - b. Previous years' grade cards/progress reports
 - c. Acceptable completion of student forms
 - Required payment of Enrollment/Testing Fees
 - Birth Certificate
 - EdChoice Scholarship application and current utility bill (if applicable)
 - d. Parent and student interviews
 - e. Space available

OTHER ITEMS OF INFORMATION

- After student testing and parent interview, enrollment decisions are made by the administration
- The enrollment fee is due at the time of registration.
- Payment of this fee secures the student's place in his/her grade.
- Shepherd Christian School recruits and admits students of any race, color, gender, or ethnic origin to the rights, privileges, programs, and activities of the school.
- A student requiring academic, attendance, attitudinal, disciplinary or psychological programs may be refused admission to Shepherd Christian School.
- Applications received after August 6, 2018 may not be processed until after the first week of school.
- Any student transferring from another private school must have met all financial obligations to the previous school(s) before being enrolled at Shepherd Christian School.



SHEPHERD CHRISTIAN SCHOOL

425 S. Hamilton Road, Gahanna, OH 43230
Phone: (614) 471-0859 FAX: (614) 471-3466

Office Use Only

_____ *Enrollment Fee _____ *Testing Fee \$50.00
1/1-4/6 \$450; 4/7 and after \$500

***All fees are non-refundable.**

_____ Date Received _____ Check/Receipt #

___ BC ___ M ___ Utility ___ EAPP ___ ECAL

Discount: ShepNaz—Sibling—EMP—EDC—EDX

FACTS SAFE EZ-C

2018-2019 ENROLLMENT APPLICATION NEW STUDENT

PLEASE PRINT: All information requested must be complete.

Student's Name _____ Grade _____
(Last) (First) (Middle)

Address _____
(Street)

(City) (State) (Zip Code) (County)

Home Phone _____ Sex M F Student's Date of Birth _____ Social Security # _____

Ethnicity: Check all that apply. African-American Caucasian American Indian/Alaskan Native Asian/Pacific Islander Hispanic

Public school district in which you reside _____

Public school your child would attend if not attending SCS _____

Parent Information:

Father / Stepfather / Guardian (Circle one)

Mother / Stepmother / Guardian (Circle one)

Full Name _____

Full Name _____

Address (if different from student info above) _____

Address (if different from student info above) _____

City State Zip

City State Zip

Email Address _____

Email Address _____

Cell Phone _____

Cell Phone _____

Employer _____

Employer _____

Business Phone _____

Business Phone _____

Parents marital status: ___ Married ___ Single ___ Separated ___ Divorced

If parents are divorced, not married or separated, who has legal custody? ___ Mother ___ Father ___ Both

Please note: A copy of the court-issued judgment relating to custody of childcare and decision making authority regarding school matters must accompany this application or be current on file.

List any siblings name, age, and if applicable, school attending: _____

Home Church _____

Are you a current member of Shepherd Church of the Nazarene? ___ No ___ Yes (verification will be made through church office)

In order for us to better promote our school, please let us know how you heard about Shepherd Christian School: _____

Shepherd Christian School recruits and admits students of any race, color, gender, or ethnic origin to all the rights, privileges, programs and activities available at the school. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in administration of its educational policies, scholarships, fee waivers, educational programs, and extracurricular activities.

PLEASE COMPLETE FINANCIAL AGREEMENT ON REVERSE SIDE



**SHEPHERD CHRISTIAN SCHOOL
FINANCIAL COMMITMENT AGREEMENT**

Parent Agreement Form for: _____

I realize that I have made a financial commitment for the 2018/2019 school year. I agree to pay my tuition as follows:

MONTHLY : 10 Month Plan – August 1, 2018 through May 2019

_____ \$530.00 Regular Tuition

_____ \$45.00 EdChoice Scholarship (must qualify through ODE)

YEARLY: _____ One Annual Payment: \$5,194.00

Families who pay the full tuition amount by August 1st or within two weeks of the student's enrollment date if enrolled after August 1st will receive a 2% discount on the annual tuition rate.

LLCC Extended Care Program: ___ Needed ___ Not Needed (School Hours: 8:00 a.m. – 2:30 p.m. Doors open at 7:45 a.m.)

If you need extended care for your child, the enclosed Extended Care Registration Application for Little Lambs

Tuition Management: All payments are handled through FACTS Management Company via automatic withdrawals from your financial institution. Additional fees from your financial institution may apply. Sign up at <https://online.factsmgt.com/signin/3WRN2> or contact the school.

I understand that a late fee of \$20.00 is assessed each month if tuition installments, fees and/or aftercare payments are not paid by the due date. A returned check or draft results in a \$35.00 returned check charge. I realize that monthly payments not made in a timely manner could necessitate the disenrollment of my child.

This agreement may be cancelled by parents upon receipt of written request of at least 30 days. Please note that all enrollment fees are non-refundable.

Parent's Signature _____ SS# _____

Parent's Signature _____ SS# _____

Date _____



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TUITION AND FEES 2018-2019 School Year

Admission Fees:			
Current Students:		New Students:	
Re-enrollment Fee - Per student		Testing Fee - Per student	\$50
By March 16	\$350	Enrollment Fee - Per student	
March 17 - April 6	\$450	By April 6	\$450
April 7 and after	\$500	April 7 and after	\$500
<ul style="list-style-type: none"> All fees are non-refundable and must be paid at the time of enrollment. 			

Tuition Fees:					
Grade:	Annual Tuition	Annual Payment (2% Discount)	Monthly Payments (Aug 2018 - May 2019)	EdChoice Scholarship Annual Tuition	EdChoice Scholarship Monthly Payment
K - 5 th	\$5,300.00	\$5,194.00	\$530.00	\$450.00	\$45.00

Tuition Management: Tuition may be paid in full by August 1st, directly to Shepherd Christian School or by monthly installments through FACTS Management Company via automatic withdrawals from your financial institution.

Payment Plans: There are two payment plans available:

- Annual Payment:** 2% Discount - Families who pay the full annual tuition amount in the form of check or cash by August 1st or within two weeks of the student's enrollment date if enrolled after August 1st will receive a 2% discount on the annual tuition rate.
- 10 Month Plan:** 10 equal monthly installments beginning August 1, 2018 through May 2019.
Important Note: If your account has not been set up with FACTS Management Company before July 13, 2018, your monthly tuition plan will adjust accordingly and your monthly tuition will increase.

LITTLE LAMBS CHILDREN'S CENTER

Extended Care Program

Shepherd Christian School is in session from 8:00 am to 2:30 pm, Monday through Friday, and school doors open at 7:45 am. If needed, a school-aged extended care program (6:30 am - 6:00 pm) is available for Shepherd Christian School students through Little Lambs Children's Center. Space is limited and students are enrolled based on the date the enrollment application is submitted.

Care Program	Hours Covered	5-day Fee/Month	3-day Fee/Month
Early AM	6:30 - 8:00 a.m.	\$72.00	\$49.00
½ PM	2:30 - 4:30 p.m.	\$215.00	\$149.00
Full PM	2:30 - 6:00 p.m.	\$298.00	\$204.00
AM & ½ PM	6:30 a.m. - 4:30 p.m.	\$286.00	\$198.00
AM & Full PM	6:30 a.m. - 6:00 p.m.	\$369.00	\$253.00

The Little Lambs Extended Care program covers Shepherd Christian School students only on days when school is in session. During breaks or severe weather days, extended care can be provided through Little Lambs Children's Center for a daily fee of \$40.00 per student.

Note: A late fee of \$20.00 is assessed *each month* if fees, tuition and/or aftercare payments are not paid by the due date. A returned check or draft fee results in a \$30.00 returned payment charge.

Office Use Only
<input type="checkbox"/> EZ-C
<input type="checkbox"/> ATT
<input type="checkbox"/> SI
<input type="checkbox"/> FACTS
Class _____



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REGISTRATION APPLICATION SEPTEMBER 2018 - MAY 2019

Office Use Only
Code _____
Date _____
Reg. _____
Ck # /R# _____
Tuition _____
Discount Applied:
<input type="checkbox"/> Sibling
<input type="checkbox"/> Shep Naz Mem.
<input type="checkbox"/> Employee

Child Information

First Name: _____ Last Name: _____

Date of Birth: _____ Gender: ___ M ___ F

Program: Extended Care program (Before Care 6:30-7:45 AM) (After Care 2:25-4:,30, 2:25-6:00 PM)

Child lives with: Father Mother Both Other _____

Preferred Start Date: _____

Family Information

Mother's Name: _____ Father's Name: _____

Street Address: _____ Street Address: _____

City, State, Zip: _____ City, State, Zip: _____

Home/Cell Phone: _____ Home/Cell Phone: _____

Email: _____ Email: _____

Financial Information

Who is financially responsible for this account with LLCC?

- Father
 Mother
 Split—please list individuals responsible

1st Party _____ 2nd Party _____

(Both parties MUST sign the back)

Is there a sibling enrolled in LLCC? No Yes—sibling's name _____

Are you a member of Shepherd Church of the Nazarene? No Yes (verification will be made through church office)

Please complete financial agreement on reverse side →

LITTLE LAMBS CHILDREN'S CENTER
EXTENDED CARE
FINANCIAL COMMITMENT AGREEMENT

Before School Care (6:30am—7:45am)

3 days \$49/mo. 5 days \$72/mo.

Please indicate days Monday Tuesday Wednesday Thursday Friday

Arrival Time (to nearest half hour): _____

Afterschool Care

Half PM (2:25pm—4:30pm)

3 days \$149/mo. 5 days \$215/mo.

Please indicate days Monday Tuesday Wednesday Thursday Friday

Full PM (2:25pm—6:00pm)

3 days \$204/mo. 5 days \$298/mo.

Please indicate days Monday Tuesday Wednesday Thursday Friday

Departure Time (to nearest half hour): _____

- Tuition amounts are to be added together to get total monthly rate. For example if you enroll your child for 3 mornings and 3 half PM your total tuition would be \$198/mo (\$49 + \$149).
- A prorated amount will be due for the month of August. All other months will be charged the regular monthly fee. There is no credit for break or school-out days.
- Full day care will be available on days that Shepherd Christian School is closed due to weather. An additional \$40/day will be added to your FACTS account.
- There are days that the entire campus is closed for holidays (please check the Little Lambs Calendar as well as the SCS Calendar). Also watch news channels for emergency weather closings. Shepherd Christian and Little Lambs are listed separately.
- Full day care will be available on days that Shepherd Christian School is closed due to scheduled breaks. An RSVP form will be sent home and **MUST** be completed and returned to receive care for the days indicated on the form. An additional \$40/day will be added you're your FACTS account.

This agreement may be cancelled and student withdrawn by parents upon **written request of at least 30 days**. If child is withdrawn without notice, a prorated amount for 2 weeks tuition will be charged to your account.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

In case of divorce or separated parents: If it is indicated that there is more than one person responsible for the account, both signatures MUST be present. If only one signature is present, that parent will be responsible for all tuition payments.



Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your payment plan, visit the school's website and click on the FACTS link. Or use the link below:

<https://online.factsmgt.com/signin/3WRN2>

FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS Confirmation Notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions

- Is my information secure?
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com](https://www.factsmgt.com).
- When will my payments be due?
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- What happens when my payment falls on a weekend or a holiday?
Your payment will be processed on the next business day.
- What happens if a payment is returned?
Returned payments may be subject to a FACTS Returned Payment Fee; watch for a returned payment notice for additional information.
- How do I make changes once my agreement is on the FACTS system?
Changes to your address, phone number, email address, or banking information can be made at <https://online.factsmgt.com> or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two (2) business days prior to the automatic payment date in order to affect the upcoming payment.**
- What is the cost to set up a payment plan?
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS Customer Service

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you.

To view your payment plan details, login to your FACTS account at online.factsmgt.com. Customer Care Representatives are also available to assist you 24/7.

For more information, visit [FACTSmgt.com/payment-plans](https://www.factsmgt.com/payment-plans)

