

# Welcome to Zion Lutheran Pre-Kindergarten

A Ministry of Zion Lutheran Church in Anoka

## Parent & Student Handbook 2024 – 2025

Zion Pre-Kindergarten  
1601 4<sup>th</sup> Avenue  
Anoka, Minnesota 55303

Preschool Telephone (763) 506-8181  
Preschool FAX (763) 421-4672  
Church Telephone (763) 421-4656

Website: [www.zionprekanoka.org](http://www.zionprekanoka.org)

E-mail: [pre.k@zionanoka.org](mailto:pre.k@zionanoka.org)

Facebook: Zion Pre-K

Federal Tax ID: 41-0739089

### Office Hours

8:30 AM – 2:30 PM

*Summer hours vary*

### Class Hours- School year

3's & 4's: 9:00 AM – 12:00 PM

High 5's: 9:00 AM – 2:00 PM

### Lunch Bunch Hours- optional

M·W·F 12:00 PM – 2:00 PM

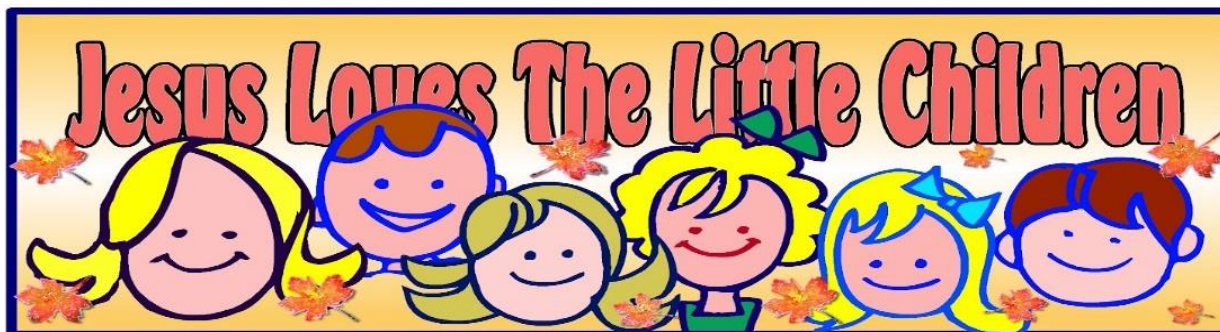
T·H 12:00 PM – 2:00 PM

### Additional Programs

*Z+* summer & non-school days  
excluding holidays

*StarZ* enrichment T·TH

ABSENCES	PAGE	8
ACCIDENT PREVENTION PROCEDURES	PAGE	15
ACCREDITATIONS / EARLY CHILDHOOD AWARDS	PAGE	5
ARRIVAL	PAGE	8
ART	PAGE	12
BEHAVIOR GUIDANCE METHODS	PAGE	13
BIRTHDAYS	PAGE	12
BOOK CLUB / SCHOLASTIC BOOK CLUB	PAGE	16
BOX TOPS FOR EDUCATION	PAGE	16
CALENDAR	PAGE	BACK PAGE
CHILD ABUSE	PAGE	13
CLASSES	PAGE	6
CLOTHING	PAGE	12
COMMUNICATION	PAGE	14
CONFERENCES, PARENT / TEACHERS	PAGE	14
COVID-19 PROCEDURES	PAGE	9-10
CRAYOLA COLORCYCLE IT!	PAGE	16
CURRICULUM GOALS	PAGE	4
DATA PRIVACY	PAGE	15
DENTAL EMERGENCY	PAGE	9
DIRECTORY, ZION PRE-KINDERGARTEN CLASSROOM	PAGE	14
DIRECTORY OF PUBLIC HEALTH AND EDUCATIONAL SERVICES	PAGE	17
DRUG AND ALCOHOL POLICY	PAGE	15
EARLY CHILDHOOD SCREENING (KINDERGARTEN SCREENING)	PAGE	16
EMERGENCY EVACUATION	PAGE	9-10
ENROLLMENT – 2023–2024	PAGE	7
ENROLLMENT FOR NEXT YEAR – 2024-2025	PAGE	7
GRIEVANCE POLICY	PAGE	14-15
HANDWRITING	PAGE	11
HEALTH REGULATIONS	PAGE	9
INSURANCE LIABILITY	PAGE	15
INTRODUCTION	PAGE	3
LATE PICK-UP	PAGE	8
LICENSING STANDARDS	PAGE	5
LUNCH	PAGE	10-11
MALTREATMENT OF STUDENTS, REPORTING POLICY FOR THE	PAGE	13-14
MEDICAL FORMS	PAGE	8
MEDICAL EMERGENCY	PAGE	8-9
NON-DISCRIMINATORY POLICY	PAGE	5-6
OPEN DOOR POLICY	PAGE	14
OUTDOOR PLAY POLICY	PAGE	5
PERMISSION FORM	PAGE	8
PETS	PAGE	12
PICK-UP AND LUNCH BUNCH PICK-UP	PAGE	5 & 8
PICTURES	PAGE	12
PHYSICAL CONTACT AND NURTURING	PAGE	12-13
PRE-KINDERGARTEN BOARD	PAGE	15
PRIORITY	PAGE	7
PROGRAM PLAN	PAGE	3-4-5
SCHOOL CLOSINGS	PAGE	10
SCHOOL BAG / SCHOOL SUPPLIES AND GEAR BAG	PAGE	10-11
SECURITY	PAGE	10
SNACKS	PAGE	10
STAFF 2023–2024	PAGE	15
STUDENT INFORMATION FORM	PAGE	8
TUITION ASSISTANCE / SCHOLARSHIP OPPORTUNITIES	PAGE	7
TUITION	PAGE	6-7
VISION STATEMENT AND PHILOSOPHY	PAGE	3
VOLUNTEER OPPORTUNITIES	PAGE	12
WAIT LIST	PAGE	8



## INTRODUCTION

The teachers and administration at Zion Pre-Kindergarten are committed to providing a quality program that is safe, child-friendly, and fun! We strive to be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide opportunities to create, explore and learn. Please read through this Handbook, then sign the receipt included in the Student Information Form. If you have questions about the policies and procedures that are outlined in this Handbook, please feel free to contact the Director. They are in place to ensure that Zion Pre-Kindergarten is a safe and enjoyable place for your family.

## VISION STATEMENT AND PHILOSOPHY

**Vision Statement** – Zion Pre-Kindergarten and Zion Lutheran Church are a welcoming faith community. Growing, Caring, and Serving.

**Mission** – The mission of Zion Lutheran Church and Zion Pre-Kindergarten is to offer a quality preschool education in a secure Christian environment.

**Educational Philosophy** – *“Train children in the way they should go; when they grow old, they won’t depart from it.”*  
*Proverbs 22:6 Common English Bible*

As a ministry of Zion Lutheran Church, Zion Pre-Kindergarten provides quality preschool education and varied activities that foster physical, social, intellectual, emotional, and spiritual needs of children within a safe, creative, relaxed, and stimulating Christian environment. Zion’s preschool staff will accomplish this by:

- creating a positive atmosphere where all children and families are loved and accepted
- fostering relationships among children, their families, Christian educators, and the community
- providing age-appropriate experiences and materials which stimulate and develop creative thinking and problem solving as the child prepares for Kindergarten
- building a climate of confidence where children can learn and grow
- sharing with children the love of Jesus and celebrating with them in God’s creation
- encouraging children to know and follow the way of God’s love as taught in the scriptures

## PROGRAM PLAN

### Zion Lutheran Pre-Kindergarten

#### Established in 1968 • A Ministry of Zion Lutheran Church

**Zion Lutheran Pre-Kindergarten**, 1601 4<sup>th</sup> Avenue, Anoka, Minnesota, is a half-day preschool program which serves children ages 3 to 5 years. **Our licensed capacity is 100 September – mid-May, licensed capacity 20 mid-May – August.** We are in session Monday through Friday; the traditional session is 9:00 AM – 12:00 PM. An optional Lunch Bunch program is available 12:00 PM – 2:00 PM for students on M·W·F or T·H. The High 5’s class is in session 9:00 AM – 2:00 PM on M·W·F. Staff ratios are 10:1 for age 3 and age 4, and up to 15:1 for school age (High 5’s). Class sizes do not exceed twenty (20) students for 3-year-old and 4-year-old classes and twenty-four (24) students for school age (High 5’s) students. Student-to-teacher ratios are maintained. Children are supervised at all times.

**Zion Pre-Kindergarten is an important part of the mission and ministry of Zion Lutheran Church of Anoka. We are a Church that cares about children and families.**

The purpose of Zion Pre-Kindergarten is to provide a quality preschool experience that meets the physical, social, emotional, and intellectual needs of the young child within a safe, creative, relaxed, and stimulating environment.

Balance between social development opportunities and school readiness skills is basic to the program for older students, while socialization is a major emphasis of the younger children. The development of self-esteem of each child is stressed at all levels.

**Classes are scheduled 9:00 AM – 12:00 PM, and include the following activities:**

- arrival and attendance
- discovery time, free choice materials and learning centers, such as the house corner, blocks, trucks, dramatic play, library, cooking, science, table toys, art, sand and water play, and occasional outdoor exploration
- clean-up of activities and toys
- snack time
- group experiences (small and large), language development (stories, finger plays, poems, etc.) music and rhythms, dramatics, movement, science, and unit topics
- Large-Muscle Room: This is an area of free choice. Equipment provided: climbers, slide, rocking boat, balance beam, cubes, wheel toys, balls, and parachute. The students spend 30 minutes each day in the large-muscle room, the time of day is determined by the room schedule.

Students enrolled in Lunch Bunch Class (the extended-day option until 2:00 PM) assemble in a mixed-age group with a maximum of twenty (20) students per room. **A shelf-stable lunch from home is required**, Zion Pre-Kindergarten will provide 1% milk. Additional classroom and outdoor activities will be provided until parents pick-up students at 2:00 PM.

**Zion Pre-Kindergarten recognizes each child is a unique and important individual, therefore our flexible program is designed to:**

- develop constructive and positive social interaction skills
- develop a concept of self-worth and self-esteem
- respect individual differences in maturity
- stress the importance of play and exploration
- enhance physical skills and coordination
- give the child opportunities to solve problems and make decisions
- provide growth in social development and self-expression through movement, cooking, and small and large muscle development
- encourage good health habits and personal hygiene
- provide an environment that will offer learning, happiness, and security for each child.

**Curriculum Goals for Zion Pre-Kindergarten**

Keep in mind, these goals are ***not an expectation, rather a continuum***, for a healthy preschool child. Note there is an age difference close to twelve (12) months within classes. Birthdates may play an important factor as to how your child is learning or may be developmentally ready to learn. When looking at your preschool child, look at all areas of growth. Physical, social, emotional, and intellectual needs are equally important. Many times, one area of growth will take longer than the others to develop.

Near the end of the preschool year, you may see these skills:

- **3-year-olds** recognize their name; write the first letter of their name; trace and name 3 shapes (square, circle and triangle); know the 8 basic colors; and are capable of self-help skills
- **4-year-olds** recognize and name upper and lower case letters; zip, button, and snap their clothes; write their name using upper and lower case letters within a controlled space; cut on straight, zig-zag, and wavy lines; match & name shapes; count 1-20 and identify 1-20 / 1:1 correspondence 1-20; have knowledge of prepositional words; match and name colors; sort S, M, L; demonstrate ABCABC patterning; and can solve 8- & 14-piece puzzles
- **5-year-olds** (High 5's) continue to develop and mature socially; are responsible for themselves; show skill in handling multiple directions in daily routine; have an increased attention span; and show self confidence in oneself and in a group setting

*\*Each age group builds on the goals of the previous classroom.*

## **Summer Enrichment – Zion Pre-K Plus (2+)**

To continue the mission of Zion Pre-Kindergarten we offer a summer enrichment program.

- Mid-May through August
- summer camp style
- choice of 2, 3, or 4 days a week
- mixed age- 3-, 4-, and 5-year-olds (not yet attended kindergarten)
- Pre-K room D- max per day 20 students
- Parents provide shelf stable lunch daily
- providing age-appropriate experiences and materials which stimulate and develop creative thinking
- building a climate of confidence where children can learn and grow
- spending time outside

## **Conferences**

Conferences will be held (3) times during the school year: prior to the start of the preschool year Meet-the-Teacher (Initial) Conference, Fall Parent-Teacher Conference, and Spring Parent-Teacher Conference. Conference notes are recorded and are kept in the student files in the preschool office. Conferences are held during regular class times (see *Calendar on back page*). Daily activities are balanced between quiet time, (music, table toys, water play, and rest time) and active time (large-muscle room, block, and free play). Free time allows students to explore their environment and choose activities suitable to their needs. Teacher directed times include music, story time, large group and circle time. There is an indoor large-muscle room on the lower level of the building and class time is regularly scheduled in this room. Students in the High 5's Class, and 3's and 4's that are enrolled in **Lunch Bunch**, will participate in year-round outdoor play.

## **Outdoor Play Policy**

Every effort will be made for students enrolled until 2:00 PM to participate in outdoor play during the preschool day. Occasionally, 9 a.m. – 12 p.m. classes will go outside. Outdoor toys, balls, hoops, etc. will be available for play. Weather permitting, students will be outdoors, including during the winter season. Appropriate clothing and footwear must be provided in a separate gear bag by parents. There will not be outdoor play when the temperature feels below 0° F. Students will be supervised by their teachers in the fenced-in Greenspace of Zion Lutheran Church or in the fenced-in Upper Parking Lot. The gates will be closed at the Upper Parking Lot entrances during play time to avoid traffic in the Lot at that time. Student ratios will be maintained at all times while outdoors.

## **Pick-Up Policy**

If a person who is incapacitated attempts to pick up a child, the person will be told in a tactful, yet firm, manner that preschool will find someone else to bring the child home. A staff person is not expected to put him or herself in danger. 9-1-1 should be called immediately, if an unauthorized person picks-up a child and leaves, and the staff should note the direction the car goes, the color of the car and license number.

Pre-Kindergarten Director Denise Lewandowski, who is also a qualified teacher, has reviewed this Program Plan.  
July 5, 2023

## **LICENSING STANDARDS**

Zion Pre-Kindergarten is licensed and complies with the standards set forth by the Minnesota Department of Human Services. If you, as a preschool parent, feel the need to contact the Department of Human Services, they may be reached at (651)431-6500.

## **ACCREDITATIONS / EARLY CHILDHOOD AWARDS**

Zion Pre-Kindergarten is a member of and is accredited by the ELEA (Evangelical Lutheran Education Association). Zion Pre-Kindergarten has been voted "the Best Preschool in Anoka" in 2021. Thank you for voting us the Best Preschool in the Anoka area. We are blessed to have wonderful families with which to share this honor. Please add your review to our Facebook page and Google review.

## ZION PRE-KINDERGARTEN STUDENTS

Children 3 years through five 5 years of age by September 1, 2024. Class sizes do not exceed 20 students for 3-year-old and 4-year-old classes, and 24 students for 5-year-old classes. Student-to-teacher ratios are maintained, and children are supervised at all times. Children with special needs will be admitted upon agreement of the school, the child's doctor, and parents. **\*Children MUST be toilet-trained to enter Zion Pre-Kindergarten. Pull-ups are NOT acceptable. \*The Young 3's Class has a sixteen (16) student limit, and students MUST be 3 by 12/01/2024.**

### NON-DISCRIMINATORY POLICY

Zion Pre-Kindergarten admits students and employs staff of any race, color, religion, and ancestry, national or ethnic origin. While we admit all children regardless of race, color, national or ethnic origin, disability, age or gender, we cannot guarantee that we can adequately serve children with special needs or certain physical impairments. We keep in mind the health and safety of all children enrolled in our program.

If you wish to enroll your child with special needs, a planning session will be held with Parent(s)/Guardian(s), health and/or education specialist(s), the Director, and classroom staff to develop an Individual Education Plan (IEP). The same committee will meet annually, or as needed, to reevaluate the child's progress. If at any time the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from the program. At the same time, we will do everything in our power to refer the family to a program that will meet the child's needs. Our decision will be made in the best interest to service all children in our program.

### CLASSES

September through mid-May.

1-day class	Young 3's	W	9:00 AM – 12:00 AM
2-Day Class	3's & 4's	T · H	9:00 AM – 12:00 PM
3-Day Class	3's & 4's	M · W · F	9:00 AM – 12:00 PM
Lunch Bunch Class *	3's & 4's	M · W · F	9:00 AM – 2:00 PM
	3's & 4's	T · H	9:00 AM – 2:00 PM
3-Day High 5's Class	5's	M · W · F	9:00 AM – 2:00 PM
<i>StarZ</i> (enrichment program) *	mixed ages	T · H	9:00 AM – 12:00 PM

Mid-May through August.

<i>Z+</i> (summer, non-school days, camp) *	mixed ages	M · T · W · H · F (optional days)	9:00 AM – 2:00 PM
---	------------	-----------------------------------	-------------------

*Lunch Bunch* is your answer, if you're seeking a slightly longer-day experience for your preschooler, with transition opportunities and outdoor play. Upon Noon dismissal of the regular preschool day, students enrolled in Lunch Bunch gather to meet new friends, participate in fun preschool activities, eat lunch, and play outdoors.

*StarZ - enrichment* is a 2-day enrichment program available to registered MWF students. *StarZ* students will have a class day very much like the Pre-Kindergarten day, including lunch and time outside.

*Zion Pre-Kindergarten Plus (Z+)* is our summer program, and some non-school days, available to current Zion Pre-Kindergarten students. Minimum enrollment required.

### TUITION

1. Registration Fee is \$50 per student, additional siblings \$20 each. Registration Fees are **non-refundable**.

2. Tuition rates:

1-day class	\$ 750/year	\$75/monthly
2-days class	\$1,290/year	\$129/monthly
3-days class	\$1,810/year	\$181/monthly
2-days w/Lunch Bunch	\$2,010/year	\$201/monthly
3-days w/Lunch Bunch	\$2,900/year	\$290/monthly
3-days High 5's	\$2,900/year	\$290/monthly
2-Day <i>StarZ</i>	\$1,960/year	\$196/monthly

3. Additional student(s) per family receive a 10% discount on second student's tuition.

4. **2024-2025 Tuition Payment Options**

- **Full-Year Tuition** If Full-Year Tuition is paid in full by August 1, 2024 (or, if enrolled after August 1, 2024, and paid in full upon enrollment) receive a 3% discount, paid via check or cash (*check with the office for this option*)
- **Monthly Payments** Ten (10) monthly payments due the 1<sup>st</sup> day of each and every month beginning August 1, 2024 and ending May 1, 2025 (Aug·Sep·Oct·Nov·Dec·Jan·Feb·Mar·Apr·May)

Tuition may be paid with a check, cash, online, or credit card in the office,

**CHECK PAYMENT** If paying by check, **please** write student’s first and last name on the memo line.

Checks returned by your bank are assessed a \$20 service fee. For your reference, record remitted payments here:

Aug 15 _____	Sep 1 _____	Oct 1 _____	Nov 1 _____	Dec 1 _____
Jan 1 _____	Feb 1 _____	Mar 1 _____	Apr 1 _____	May 1 _____

**ONLINE PAYMENT** Zion Pre-Kindergarten offers an electronic option for making tuition payments with Vanco. Tuition may be debited automatically from a checking or savings account. Paying online allows for set-up of recurring automatic tuition payment and allows viewing of complete online payment history from anywhere with internet access.

- i. Log-on to [www.zionprekanoka.org](http://www.zionprekanoka.org)
  - ii. In the upper right corner of the webpage “click” on “Pay Tuition”
  - iii. On the right side of the webpage “Log-In” to set-up payments if you have an account. To create a new account “click” on “Create Profile” and follow the onscreen instructions to create an account.
  - iv. Schedule payments to be debited from your account on the 1<sup>st</sup> of the month. If making a **One-Time Payment** select August 1, 2024 for the first tuition payment due August 1, 2024. If you are scheduling a **Recurring Monthly Payment** please choose August 1, 2024, start date **and** May 2, 2025 end date. (*Payment must be scheduled one (1) day in advance for it to process.*)
5. Credit card payment must be made in person in the office. Transaction fees will be assessed with payment.
  6. Monthly Tuition is due on the 1<sup>st</sup> day of each month, August through May. Tuition may be paid in full or in ten (10) equal monthly payments. You pay only for the period your child is registered. If your child begins after the school year has started, Tuition will be pro-rated.
  7. If arrangements have not been made in advance, a late fee of \$15 will be added to all payments that do not reach our office by the 1<sup>st</sup> Friday of each month. An additional \$10 will be added the second week and an additional \$10 late fee will accrue each week thereafter.
  8. Enrollment is for the full term. **Thirty (30) days written notice is required to withdraw** a child at the request of the parent or Zion Pre-Kindergarten. If this requirement is not met, Tuition for the next session must still be paid. You will be informed of the adjusted amount when the notice of withdrawal is received.
  9. There are no tuition reductions for holidays, illnesses, vacations, inclement weather, or other absences.
  10. Tuition must be kept current to retain the child's class place at Zion Pre-Kindergarten. An overdue account may be considered cause for termination of enrollment.
  11. If you decide to take an extended leave of absence, your child’s place may be held by paying 25% of the monthly Tuition fee, contingent upon whether there is a Wait List. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.**
  12. Zion Pre-Kindergarten Federal Tax ID Number is 41-0739089.

### **TUITION ASSISTANCE / SCHOLARSHIP OPPORTUNITIES**

Zion Pre-Kindergarten has a small fund available for scholarships (reduced tuition) and limited dollars available to assist families financially in case of emergency or unexpected situation. Please contact the Pre-Kindergarten office if you have a financial need and we will work together to best resolve the situation. An application will need to be completed and agreed upon by the Pre-Kindergarten Board. Note that there are limited funds available, and all requests may not be eligible for assistance.

## ENROLLMENT – 2024-2025

Upon the decision to enroll your child, parent(s)/guardian(s) will be provided with Registration Card, Student Information & Permission Form, Tuition and Financial Agreement, Health Care Summary Form, Immunization Record Form and Emergency Cards, and a copy of our Handbook. All forms should be filled-out and submitted in person or via e-mail or U.S. Mail. To register your child, stop by the Zion Pre-Kindergarten Office on the upper level of the church, or call (763)506-8181. Office hours during the school year are 8:30 AM – 2:30 PM, Monday through Friday. During other hours, please leave voicemail messages at (763)506-8181. Your call will be returned as soon as possible

## ENROLLMENT FOR THE 2025-2026 SCHOOL YEAR

Priority Registration for currently enrolled families and members of Zion Lutheran Church in Anoka for the 2025-2026 school year begins Monday, February 2, 2025. Registration for the general public begins Thursday, February 12, 2025. To attend next year's classes, currently enrolled students must re-register and remit the registration fee.

### PRIORITY

Children presently enrolled in Zion Pre-Kindergarten, and their siblings, will be given preference for next year's enrollment, providing their application is received by the Priority Registration date for the 2025-2026 school year.

### WAIT LIST

When classes are filled, we collect names on a Wait List. If the opportunity has not been available for a change before school begins, names will remain on the Wait List. When an opening becomes available, we will call the first person on the list. Your name will remain on the list until you remove it.

### MEDICAL FORMS

Each child must have a Health Care Summary Form signed by a physician, and an up-to-date Immunization Form on file in the Zion Pre-Kindergarten office. These forms must be on file when the child starts preschool. The Health Care Summary Form and Immunization Form, along with the Student Information Form and Permission Form, which includes emergency information, are kept in the child's student file in the Zion Pre-Kindergarten Office. If a Health Care Summary Form is not turned in to Zion Pre-Kindergarten according to regulations set by Minnesota Department of Human Services, the child may be excluded from the program until the Form is submitted.

### STUDENT INFORMATION FORM AND PERMISSION FORM

An up-to-date Student Information Form and Permission Form must be on file for each child enrolled at Zion Pre-Kindergarten. Included on this Form are names and phone numbers of parents, **plus (2) required emergency contact persons and medical contacts**. These Forms are kept in the child's student folder in the Zion Pre-Kindergarten Office. Updates of names, phone numbers, and addresses should be reported to the Zion Pre-Kindergarten Office during the school year. Failure to comply may result in the child being excluded from class.

### ARRIVAL & PICK-UP

We will have in-person drop-off for all students at 9:00 AM. Please enter Zion through the Main Entrance – Door 1 and proceed up the staircase. **Before arrival at the classroom, please have your child use the bathroom.** Children need to attempt to use the toilet and always wash their hands. This small step reduces interruptions during the school day. At your child's classroom, please have them hang-up their coat, and take items from their backpack before hanging it up, then wait for the teacher to open the door. When picking up your child at 12:00 PM, please wait outside their classroom door until the teacher opens the door for dismissal. Please look for your child's artwork that may be drying above their coat hook to be taken home.

### LUNCH BUNCH & HIGH 5'S PICK-UP

Lunch Bunch & High 5's pick-up is at 2:00 PM. Dismissal from Lunch Bunch & High 5's will take place curbside. When students return to their classroom from the green space, we will have them gather their backpack and artwork, then



proceed to Door 3. Parents and caregivers are asked to drive into the large parking lot from 4<sup>th</sup> Avenue, drive west up the parking lot and around to stop in front of Door 3. Please be patient until it is your turn. We will walk students to you when all cars have stopped moving and it is safe. Putting your child into the vehicle and buckling them in will be the responsibility of the parent or caregiver. Take notice, if you need to take longer, or want to meet with another parents, please use caution and pull into one of the parking spots available.

### LATE PICK-UP

A late fee of \$5 may be charged for children picked-up more than 5 minutes late, and \$5 per each additional 5 minutes late. If you will be late, contact the Pre-Kindergarten office at (763)506-8181.

### ABSENCES

If your child will be absent from a class session, parents are asked to contact Zion Pre-Kindergarten prior to the start of the class session, or as soon as possible. If your child is ill, it is very important to let us know via e-mail or phone, as we hope to prevent communicating illness to others at Zion Pre-Kindergarten. If a child has not arrived at the preschool by 15 minutes after his/her expected arrival, a staff member may call the parent(s)/guardian(s).

### HEALTH REGULATIONS

1. Parents are asked to protect their child and the health of others by keeping their child home who is obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, or an infectious disease or condition (i.e., ringworm, head lice, chicken pox, measles, mumps, pink eye). If a child has a fever over 100.4° F., he/she should not attend school until 24 hours after his/her temperature resolves without fever reducing medicines.

2. If a child becomes ill during class, the child will be isolated from the group, and immediately the parent will be called to pick-up their child immediately.

3. If your child has an allergy, please make this known to the teacher, so it will not be mistaken for a cold symptom.

4. If a **medical emergency** should arise during school hours, every effort will be made to contact the parent of the child, or the child's doctor. If this is unsuccessful, we will call 9-1-1 and have the child brought to Mercy Hospital, 4050 Coon Rapids Blvd, Coon Rapids, (763)236-6000. If a **dental emergency** should arise with an injury to teeth, and there is not a Dentist phone number on file, we will use Dr. Conlin, Fifth Avenue Dental, (763)421-5320.

5. Parents will be notified of any communicable disease that occurs among the students at Zion Pre-Kindergarten.

6. Children requiring emergency medication:

- must have a prescription bottle with name, date, doctor's name, and dosage
- must have a signed slip from the parent
- if possible, a signed slip from the doctor
- at no time will medications be given under any other circumstances
- all medications will be kept in First-Aid kits

7. A child with any of the following conditions must not attend Zion Pre-Kindergarten, until well:

- Chicken Pox – until the child is no longer infectious or until the lesions are crusted over
- Vomiting two (2) or more times that day
- Three (3) or more abnormally loose stools that day
- Contagious Conjunctivitis or pus draining from the eye
- Bacterial infections, such as Streptococcal Pharyngitis or Impetigo, and has not completed 24 hours of anti-microbial therapy
- Unexplained lethargy
- Lice, Ringworm or Scabies that is contagious and untreated
- 100.4° F. temperature, or higher
- Significant respiratory distress
- A child who cannot participate in childcare programs with reasonable comfort
- A child who requires more care than the program staff can provide without compromising the health and safety of others

8. If a child is showing COVID-19 symptoms (fever, chills, cough, shortness of breath, body aches, headaches, vomiting/diarrhea, or a new loss of taste or smell), we ask you to keep your child home. Return to class will be

determined by symptoms and recommended isolation. All parents and staff should inform us immediately of a positive COVID-19 test. If there is a positive case of COVID-19 in a child or an adult who has been present at Zion Pre-Kindergarten, we will inform parents of Zion Pre-Kindergarten students who have had direct contact. We will maintain strong cleaning procedures for our classrooms and shared spaces. We will continue to use hand sanitizer when handwashing is not readily available. Changes to COVID-19 procedures will be communicated via e-mail to all parent e-mail addresses on file.

Guide by Minnesota Department of Health: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

## SECURITY

Children are always accompanied an adult while at Zion Pre-Kindergarten. The main entrance (Door 1) is the only entrance open during the day. At any time you may exit any door and it will lock behind you. Please do not open doors or hold doors (other than Door 1) for anyone to enter the building. If there are special events scheduled at Zion Lutheran Church during the preschool day, an e-mail notice will be sent with particulars, follow posted signs.

## EMERGENCY EVACUATION

If Zion Lutheran Church experiences an emergency requiring evacuation of the premises, Zion Pre-Kindergarten students will be evacuated to one of the following sites:

Anoka Middle School for the Arts (enter Door 1) 1523 Fifth Avenue South Anoka, Minnesota 55303	Montessori Renaissance Academy 1333 5 <sup>th</sup> Avenue Anoka, Minnesota 55303
--	---

Information regarding an evacuation will be available to families of Zion Pre-Kindergarten students by calling (763)506-8181, or information may be sent via our Facebook page, or e-mail.

## SCHOOL CLOSINGS

Only in cases of very severe weather, or hazardous road conditions, will school not be in session. Zion Pre-Kindergarten will follow the closings of Anoka-Hennepin School District 11. Listen for updates on KARE TV 11. Notice will also be posted on Zion Pre-Kindergarten's Facebook page. If a cancellation is made, every effort will be made to update our voicemail. No individual phone calls will be made to Zion Pre-Kindergarten families. Please check your e-mail.

## SNACKS

A mid-morning nutritious snack will be served to students each day. This consists of 1% milk (provided by Zion Pre-Kindergarten) as well as a nutritious food item. **All** children are served 1% milk, unless medically noted by their physician. Children enjoy bringing snacks from home. Each student is assigned 2-5 dates to bring snacks during the school year. Snack "helpers" are listed in each monthly calendar/newsletter, and a snack list will be posted in each classroom. We encourage parents to read and follow the suggested snack ideas listed below. **State licensing requires that we serve only nutritious, store-bought snacks.** We will **not accept** cupcakes, doughnuts, cookies, candy or any type of homemade baked goods, **no exceptions**. If unacceptable snacks are brought, we will return them with your child. Suggested nutritious snacks include:

fresh fruit or vegetables	popcorn	raisins	non-sugared whole-grain cereal
graham crackers	snack crackers	cheese	cheese and fruit combinations
string cheese	applesauce	canned fruits	nut and cereal mixes
breadsticks	bagels	trail mix	dried fruit
frozen juice bars	pretzel s	yogurt	box of crackers with chunk of sausage

- Teddy Bear Grahams are **NOT** an acceptable snack, they are considered a cookie.
- fruit snacks are **NOT** acceptable.

### Thank you for making healthy choices!

We have refrigerator/freezer space, if needed. Cups, napkins, bowls, and utensils are provided by Zion Pre-Kindergarten. If you have questions regarding our snack policy, check with the Zion Pre-Kindergarten Office. All students will be taken to the restroom to wash their hands prior to snack time. A **table prayer** will be said before snack

and lunch.

## LUNCH

Students enrolled in Lunch Bunch and High 5's Class are required to bring a bag lunch from home. Good nutritious lunches are important for children. **Zion Pre-Kindergarten is required by State Licensing to monitor students' lunches. Please refer to the handout received at the Conference prior to the start of the preschool year for guidelines for lunches.** Zion Pre-Kindergarten will provide 1% milk for lunch beverage. **All** children are served 1% milk. Do not pack juice or flavored milk for lunch. We will send it home and your child will not be able to consume during Lunch Bunch. Zion Pre-Kindergarten does not have adequate refrigerator space for students' lunches. Please pack lunches to allow for no refrigeration. Lunches should be shelf-stable and ready to eat. Please do not send water bottle to Pre-Kindergarten, water is available for your child via single serve cups at the drinking fountain. Per our license, we have specific handling requirements. Therefore, we use single serve cups. **No juice, water bottles, or cups** in backpacks or lunch boxes. Thank you.

## SCHOOL BAG / SCHOOL SUPPLIES

Children should dress in comfortable play clothes. Occasionally, the children will go on a walk outside and should "dress for the weather," including an appropriate jacket. Children should bring a school bag/backpack each class time. Please have a school bag/backpack large enough for a variety of size projects to go home. Often art projects, newsletters and notes will be sent home. In wintertime, the school bag may be used to carry shoes to class as well. Typical school supplies will be provided for your child. Teachers may have a wish list at conferences. Frequently, we need Crayola washable markers, 3 oz. and 5 oz. Dixie cups, square white napkins, zipper plastic bags, disinfecting wipes, boxes of Kleenex, and other items, as needed. Watch for notice of items needed.

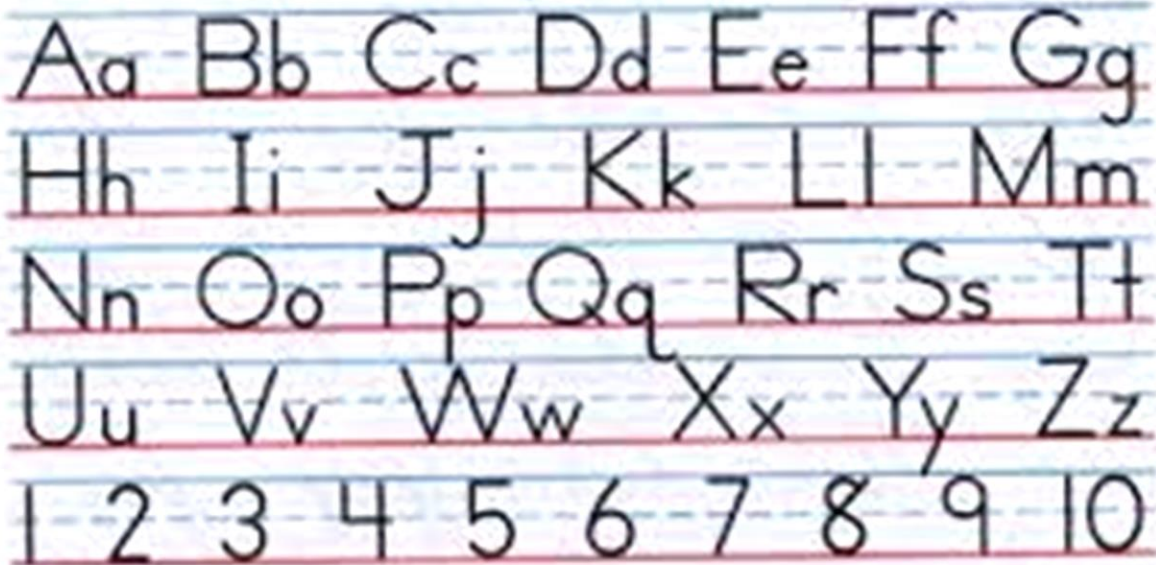
## GEAR BAG

Students enrolled in Lunch Bunch and High 5's must have appropriate outdoor wear, i.e., boots, snow pants, coat, hat & warm mittens. These items should be in a separate Gear Bag. Gear bags **cannot** be plastic bags. Reusable shopping bags are great gear bags. If you need a gear bag, stop by the Pre-Kindergarten Office.

## HANDWRITING

Zion Pre-Kindergarten uses the Zaner-Bloser Block Handwriting-Style, the same program used by Anoka-Hennepin School District #11. A sample copy of the alphabet will be shared at the Meet-the-Teacher (Initial) Conference prior to the start of the preschool year. We encourage use of this handwriting-style at home as your child becomes interested in writing his/her name.

## Zaner-Bloser Manuscript Alphabet



Copyright © Zaner-Bloser, Inc. • P.O. Box 15794 • Columbus, Ohio 43218-8794 • 1-800-421-2018

NECPK09 Single 708231  
Package of 25 707187

### **CLOTHING**

Children should dress in washable, comfortable play clothes. Tennis shoes or rubber-soled shoes are preferred. Hard-soled dress shoes and open-toe sandals are not advised for safety reasons. Please mark all clothing, shoes, and boots to avoid mix-up due to similarity. Check boots for the correct size and to see whether the children can put them on by themselves with ease. Students enrolled in the extended-day programs need appropriate outdoor wear.

### **ART**

Concerning artwork, process rather than product is stressed. Some projects are designed for creative expression while others are designed for skill development, such as cutting, pre-writing, and following directions. A copy of our art curriculum is available for review at the Zion Pre-Kindergarten Office. Occasionally, teachers will “keep” your child’s art project to be put on display for our Spring Art Fair. All artwork will be sent home after the Art Fair.

### **BIRTHDAYS**

Zion Pre-Kindergarten recognizes each student's birthday by presenting them with a gift book of their choice and a birthday surprise. Each student is also recognized within their classroom. A child's birthday can be a very exciting time. Unfortunately, it can also be a very disappointing time for the child who is not invited to “the party.” All party plans and invitations must be arranged outside the classroom. If you choose treats or trinkets may be sent home with each child in the class in celebration of your child’s birthday. Please refer to your monthly calendar for the number of students.

### **PETS**

A variety of small pets (African water frogs, fish, gerbils, guinea pigs, or hamsters) may be found in one or all of the

Pre-Kindergarten classrooms. These pets add to the science area of the class. Children are encouraged to observe the pet but are not permitted to touch them at any time.

## **SCHOOL PICTURES**

Individual and class photos will be taken during class on Tuesday, October 8<sup>th</sup> & Wednesday, October 9<sup>th</sup>. Check the calendar for your Picture Day. *Payment for pictures is required when placing an order.*

## **VOLUNTEER OPPORTUNITIES**

Zion Pre-Kindergarten welcomes all offers to help with projects in the office, the classroom or at home. Our list of things to be cut-out, traced, or put together is sometimes quite long. Another way you can be involved in your child's class is to share a special interest or hobby with one or more classes. Let your teachers know that you are willing to volunteer, and we will add your name to our Volunteer List. All help is appreciated. Volunteers are never left alone with a child.

## **PHYSICAL CONTACT AND NURTURING**

Physical contact is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical contact should be respectful of children's body cues and only occur with their permission. Staff members are sensitive to children's responses and requests for physical interaction, and model appropriate nurturing touches. Except for safety or cleansing, children will always have the right to refuse physical contact. Children are also taught to respect adults' and other children's physical contact preferences. It is our policy to inform parents of the nature and type of routine physical contact that your child will experience.

1. Nurturing physical contact is necessary for every child's emotional growth. Affectionate nurturing touch includes hugging, holding on lap, rocking, carrying, rubbing, or patting backs, cuddling and hand holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is not acceptable at Zion Pre-Kindergarten.

2. Personal care physical contact includes cleaning and dressing routines and is done in a gentle and respectful manner. It also includes face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing, and assisting with necessary clothing changes. Genital areas are touched for purposes of cleansing only, if needed. First aid is administered as gently as possible and always accompanied by verbal explanation and appropriate comfort.

3. Physical interaction is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in each situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

## **BEHAVIOR GUIDANCE METHODS**

Although families differ in their approach to discipline, the staff of Zion Pre-Kindergarten uses the following methods in the program, use listed from most frequently to least frequently:

- talking to the child
- modeling expected behavior
- rewarding desirable behavior
- redirection; and
- temporary "time-out" within the classroom.

Separation from the group will be noted in a daily log. If a child is separated from the group three (3) or more times, the parents will be notified. No child will be subject to corporal punishment, including, but not limited to, rough handling, shoving, hair-pulling, ear-pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.

## **CHILD ABUSE**

Children need a safe, nurturing environment that assists them to grow, learn and feel loved by their caretakers. To grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulations, appropriate discipline, love and a feeling of importance must be met. When these needs are not met, a child cannot grow and learn as easily. Zion Pre-Kindergarten expresses a commitment to provide an environment that

encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to bring your concern to the Director. You are encouraged to ask for help should you have difficulty in providing for your child's emotional or physical needs. Our staff will help you find a community resource which can help. Some 24-hour community resources, which can help you when you find that you are experiencing more stress than you can handle, include: Parents Anonymous, County Crisis Hotline, and County Child Protection. In a rare instance when we feel that your child's needs are consistently not being met, our staff will work with you to identify your child's minimal needs, as described above. Our staff is mandated by Minnesota Statutes to file a report with the County Child Protection Unit. It then becomes the role of the County Child Protection Unit to work with your family to ensure that your child's needs are being met. It is essential that you keep us informed about your child's health history, illness, injuries, etc., so our staff may be aware of your child's needs. Please make a point of informing us when your child develops a health problem, communicable disease, or is injured.

## **REPORTING POLICY FOR THE MALTREATMENT OF MINORS**

**Who should report Child abuse and neglect?** Any person may voluntarily report abuse or neglect. Those who work with children in a licensed facility are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else in the facility. If you know, or have reason to believe, a child is being or has been neglected, or physically or sexually abused within the preceding three (3) years, you must immediately (within 24 hours) make a report to an outside agency as follows:

- If a child is in immediate danger call **9-1-1**
- If suspected abuse occurred at a licensed facility, call the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake Line at (651)431-6600
- If suspected abuse occurs within a family or in the community, call the local County Social Services; Anoka County (763)422-7125, Hennepin County (763)348-3552, Sherburne County (763)241-2600
- If your report does not involve abuse or neglect, but does involve possible violations of Minnesota Statutes or rules that govern the facility, you should call the Minnesota Department of Human Services, Licensing Division at (651)431-6500

### **What to Report**

- Definitions of maltreatment are contained in the reporting of Maltreatment of Minors Act (Minnesota Statutes Section 626.556). A copy of this Statute is available in the Child Program Plan located in the school office.
- A report of the above definitions should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature or extent of the maltreatment or violations. For reports concerning suspected abuse within the facility, the report should include any action taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within seventy-two (72) hours, exclusive of holidays and weekends.

### **Retaliation Prohibited**

An employer of a mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Failure to Report**

A mandated reporter who knows, or has reason to believe, a child is or has been neglected or physically or sexually abused and fail to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious and recurring may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Minnesota Department of Human Services and by the Minnesota Department of Health and unlicensed personal care providers organizations.

## **COMMUNICATION**

To keep parents informed of the many activities at Zion Pre-Kindergarten, a monthly newsletter and calendar are sent home with your child the last class day of each calendar month. The classroom calendar will also be available on our

website at [www.zionprekanoka.org](http://www.zionprekanoka.org), under monthly classroom calendars.

## **ZION PRE-KINDERGARTEN CLASSROOM DIRECTORY**

At the beginning of the school year, each family will be given the opportunity to give permission to share contact information that will be part of an all-preschool directory. A paper copy will be distributed to families that have participated by mid-October. This document will assist you in connecting with new friends and families in the Zion Pre-Kindergarten circle.

### **PARENT / TEACHER CONFERENCES**

A Meet-the-Teacher (Initial) Conference prior to the start of the school year is held with the parent(s), child, and a program staff person. Fall Parent-Teacher Conferences are scheduled for Monday, November 25<sup>th</sup> & Tuesday, November 26<sup>th</sup>. Spring Parent-Teacher Conferences will be Tuesday, April 29<sup>th</sup> & Wednesday, April 30<sup>th</sup>. Parents are notified in advance with schedule options. Other conferences may be arranged whenever desired by the teacher or parent. Parents are encouraged to set up a time with the teacher should a concern arise, rather than trying to discuss challenges when dropping-off or picking-up children. Conferences are held during school hours. Online sign-up will be sent via e-mail at least two (2) weeks in advance. Staff may be contacted through the Zion Pre-Kindergarten Office at (763)506-8181, 8:00 AM – 9:00 AM and 12:10 PM – 2:20 PM. Confidentiality concerning children and their families is strictly maintained.

### **OPEN DOOR POLICY**

Parents will be invited to school for special occasions and are welcome to visit any time during the year.

### **GRIEVANCE POLICY**

If anyone should have a grievance about our program or one of the staff, we ask you to take the following steps to resolve the matter. First, bring the matter to the attention of the person directly involved. If that does not resolve the matter to your satisfaction, please notify the Director. If we are still not able to resolve the matter, you may take your grievance in writing to Pastor Campbell, and he will respond to your concern in a timely manner. Pastor \_\_\_\_\_, Lead Pastor (763)506-8106.

### **DATA PRIVACY**

The only persons permitted to see your child's record (name, address, phone, health information, emergency information, etc.) are the child's parent(s)/legal guardian(s), Pre-K employees, our health consultant, and a Minnesota State licensing examiner. Information will not be given to others without parent(s)/legal guardian(s) written consent. We will not verify your child's enrollment to anyone via the telephone and without your consent.

### **INSURANCE LIABILITY**

Our staff and students are covered by insurance that meets the type and level set by Minnesota State Department of Human Services in the amount of up to \$1,000,000.00. Coverage applies when the child is at Zion Pre-Kindergarten or on walks around the neighborhood. We are insured by Brotherhood Mutual.

### **PRE-KINDERGARTEN BOARD**

The Pre-Kindergarten Board's function is to develop and maintain the operational policies of the preschool and follow sound financial practices. The Board promotes the preschool's purpose, philosophy and goals and the congregation's and preschool's mission. The Board acts as a "consultant" to the Director in addressing unfamiliar situations in the areas of finance, personnel, and parent involvement. The Pre-Kindergarten Board is the organizational link to Zion Lutheran Church. The Board meets monthly during the school year.

Board Members: Carol Dahl, Kristine Johnson, Denise Lewandowski (Director),  
Lisa Guptill (Parent Representative), Andrea Southard and Pastor Connie Tiede.

### **2024-2025 ZION PRE-KINDERGARTEN STAFF**

Zion Pre-Kindergarten employs caring, knowledgeable, trained adults who reaffirm each child's worth; teach children to consider others' rights and feelings; and encourage questions, exploration, discoveries, and creative encounters.

#### **Staff**

Erin Anda, teacher	Samantha Ahlquist, teacher	Tammy Goral, teacher
Ewa Petros, teacher	Kari Vinson, teacher	Elizabeth Vockrodt, teacher
Denise Lewandowski, Director		Melanie Smith, Administrative Assistant/teacher

### **ACCIDENT PREVENTION PROCEDURES**

While setting up classrooms, teachers will inspect the equipment and classroom daily for anything that might cause injury. Teachers will either repair or remove harmful items. Candles and cooking equipment for special projects are kept a safe distance from children. Poisonous materials are placed out-of-reach of children. Small items and plastic bags are removed from the area to avoid suffocation and choking. Please, no plastic bags in your child's backpack. Classroom rules are designed to minimize injuries, i.e., "no running in the room, hallways or bathrooms" and "no pushing or shoving", etc. To avoid traffic and pedestrian accidents, parents must accompany their children to and from classrooms. Children will be under constant supervision.

### **DRUG AND ALCOHOL POLICY**

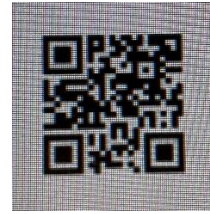
There shall be no drugs or alcohol on the premises of Zion Pre-Kindergarten School. No employee shall be under the influence of any illegal drugs or alcohol while working at Zion Pre-Kindergarten. No employee may work while under the influence of a prescribed medication that impairs their judgment or ability to work with children. Any violation of this policy will result in immediate dismissal. The employee will not return until appropriate measures have been taken and Zion's Administration deems the employee fit to return to work.



### **BOX TOPS FOR EDUCATION**

Zion Pre-Kindergarten participates in the General Mills Box Tops for Education Program. BOX TOPS offers a free app for download to scan receipts with BOX TOPS items purchased. The BOX TOPS app is very user-friendly. No more clipping. Information is available in the Zion Pre-Kindergarten Office. Use this QR code for easy access to the website:





## SCHOLASTIC BOOK CLUB

Zion Pre-Kindergarten participates in Scholastic Book Club. This is an opportunity for families to purchase good quality books at very reasonable prices. Zion Pre-Kindergarten accumulates points from each order, which are used to obtain books, tapes, and equipment for our preschool. Scholastic Book Club flyers are sent home with the children monthly during the school year. To order, follow instructions on the flyer. Please include student's first and last name on orders. Occasionally, we have multiple students with the same first name. All orders are handled directly through the Zion Pre-Kindergarten Office. Grandparents, friends, and neighbors are welcome to order. No family is obligated to place orders. Orders usually arrive within two (2) weeks. Orders must be paid online. Use this QR code for easy access to the website:



## EARLY CHILDHOOD SCREENING (KINDERGARTEN SCREENING)

Early childhood screening (Kindergarten Screening) is available as early as age three (3). Screening is **required** before entering Kindergarten. Screening allows health and developmental concerns to be addressed at least one to two years before a child enters Kindergarten. To schedule an Early Childhood Screening with Anoka-Hennepin School District 11 call (763)506-2400. Or, contact your local school district (*See list on next page*).