

# Zion Christian Pre-K

## Parent & Student Handbook 2018 - 2019



*Please retain this handbook for use throughout the year*



**Welcome to**  
**Zion Christian Pre-K**  
**An outreach of Zion Lutheran Church in Anoka**

**Parent and Student Handbook**  
**2018 - 2019**

**Phone: 763.506.8181**  
**Fax: 763.421.4672**

*\*If we are not in the office, please leave a message on the answering machine. We will return your call as soon as possible.*

**Zion Pre-Kindergarten**  
**1601 Fourth Ave**  
**Anoka, MN 55303**

**Class Hours:**  
**9:00 to 12:00PM**  
**High 5's – 9:00 to 2:00 PM**  
**Optional Lunch Bunch day**  
**MWF/TTH 12:00 to 2:00 PM**

**School Phone: 763.506.8181**  
**Church Phone: 763.421.4656**  
**Web site: [www.zionprekanoka.org](http://www.zionprekanoka.org)**  
**Email: [pre.k@zionanoka.org](mailto:pre.k@zionanoka.org)**  
**Federal Tax ID: 41-0739089**  
**Facebook: Zion Pre-K**

**Office Hours:**  
**8:00 AM to 3:15 PM**  
**Summer hours vary**

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"Thank You, Jesus, for this day..."

## FOR WHOM

Children who are three years through five years of age by September 1, regardless of denomination, race, creed or nationality are eligible to enroll. Each class will be limited to 20 children. Staff ratios are 9:1 for 3 year olds and 10:1 for four year olds and up to 15:1 for school age. Group sizes do not exceed 20 students for the 3 and 4 year old classes, and 24 students for the 5 year old class. 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, child's doctor and parents. **Children must be toilet trained to enter Zion Pre-K. Pull-ups are not acceptable. \*Wednesday class – 18 students and must turn 3 by 12-01-18.**

## CLASSES

All classes are half day sessions, September through mid-May.

### Classes are 9:00-12:00 PM

3 day class (92 sessions)	3's & 4's High 5's	Monday, Wednesday, Friday Tuesday, Thursday, Friday	9:00-2:00 PM
2 day class (62 sessions)	3's 3's & 4's High 5's	Monday, Wednesday Tuesday, Thursday Tuesday, Thursday	9:00-2:00 PM
1 day class (32 sessions)	3's	Wednesday	
Lunch Bunch day option available		MWF* or TTH	12:00-2:00 PM

*\*If registered for a 3 day class all 3 days are required for Lunch Bunch.*

## NON-DISCRIMINATORY POLICY

ZPK admits students and employs staff of any race, religion, and national or ethnic origin. While we admit all children regardless of race, color, national or ethnic origin, we cannot guarantee that we can adequately serve children with special needs or certain physical impairments. We also 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 parents or guardians, health and/or education specialists and the director and classroom staff to plan Individualized Education Plan (IEP). The same committee will meet quarterly to re-evaluate 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. We will at the same time 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.

## **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 Pre-Kindergarten is to offer a quality preschool education in a secure Christian environment.

### **Educational Philosophy –**

*Train children in the way they should go, and when they are old they will not turn from it.  
Proverbs 22:6*

As a ministry of Zion Lutheran church, Zion Pre-Kindergarten provides quality preschool education and varied activities that foster the 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.

## **SECURITY**

Children are in the company of an adult at all times while at ZPK. The main entrance 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 hold the door for anyone to enter the building. If there are special events scheduled at Zion Lutheran church during the preschool day, the doors near the CLC/gym and Adams Street parking lot sides of the building may be unlocked.

## **PROGRAM PLAN**

### **Zion Lutheran Pre-Kindergarten**

**Established in 1968. Ministry of Zion Lutheran Church**

**Zion Lutheran Pre-Kindergarten** - 1601, 4th Avenue, Anoka Minnesota is a half day program which serves children ages three to five years of age. Our licensing capacity is 100. We operate Monday through Friday; the Traditional session is 9:00 -12:00. An optional Lunch Bunch program is available until 2:00 for students on Monday/Wednesday/Friday and

Tuesday/Thursday. The High 5's class is in session from 9:00 to 2:00 PM. Staff ratios are 10:1 for 3 year olds and 10:1 for four year olds and up to 15:1 for school age. Group sizes do not exceed 20 students for the 3 and 4 year old classes, and 24 students for the 5 year old class. Student to teacher ratios are maintained and children are supervised at all times.

**Zion Pre-K 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-K 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.

A balance between social development opportunities and school readiness skills are 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.

**Morning classes are scheduled from 9:00-12:00, 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. The equipment provided are climbers, slide, rocking boat, balance beam, cubes, wheel toys, balls and the parachute. The children spend 30 minutes each day in the large muscle room, the time of day is determined by the individual room schedule.

Students that are enrolled in the extended day option until 2:00 PM will converge to one room, with a maximum of 20 students. A bag lunch from home is required, ZPK will provide milk. Additional classroom and outdoor activities will be provided until parents pick up at 2:00 PM.

**Zion Pre-K recognizes that 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, small and large muscle development
- encourage good health habits and personal hygiene
- provided an environment that will offer learning, happiness and security for each child.

### **Curriculum Goals for Zion Pre-K**

Keep in mind that these goals are *not an expectation, rather a continuum* for a healthy preschool child. Note that there is an age difference close to 12 months within the classes. Birth dates 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 and many times one area of growth will take longer than the other to develop.

At the Spring Conference (end of the preschool year)

Three 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
- are capable of their own self help skills

Four year olds:

- recognize and name upper and lower case letters
- are able to zip, button and snap their clothes
- ability to write their name using upper and lower case letters and within a controlled space
- cutting on straight, zig-zag & wavy lines
- match & name shapes
- count 1-20 / identify 1-20 / 1:1 correspondence 1-20
- knowledge of prepositional words
- match and name colors
- sort S, M, L
- demonstrate ABCABC patterning
- 8 & 14 piece puzzles

Five year olds/High 5's:

- Continue to develop and mature socially
- Are responsible for their own self
- Show skill in handling multiple directions in daily routine
- Have an increased attention span
- Show self confidence in one's self and in a group setting

\*each age group builds from the goals in the classroom before them.

In addition to the **initial conference** that is offered prior to the start of the school year, **two more conferences are held annually** to report each child's progress. These conferences are recorded and are kept in the children's files in the preschool office. Conferences are held during regular class times – see 2018-2019 calendar page 26.

**A large indoor muscle room** exists for use on the lower level of the building. Children are scheduled regularly in this room. This schedule is available to view on the staff board in the Pre-K office.

Daily activities are balanced between quiet times, (music, table toys, water play and rest time) and active times (large muscle, block and free play).

Free time allows children to explore their environment and choose activities suitable to their needs.

Students in the High 5's class and 3's and 4's enrolled in the Lunch Bunch option will participate in outdoor play.

Teacher directed times include music, story time and large group, and circle time.

### **Outdoor Play Policy**

Every effort will be made for students enrolled until 2:00 to participate in outdoor play during their preschool day. Weather permitting, students will be out doors including the winter season; appropriate clothing and foot wear must be provided by their parents. There will not be outdoor play when the temperature or wind chill is below 0 degrees. Students will be supervised by their teachers in the smaller upper parking lot of the grounds, or the fenced in Green space of Zion Lutheran Church. Outdoor toys, balls, hoops, etc... will be available for play. The gates will be closed in the parking lot entrances during play time to avoid traffic in the lot at that time. Student ratios will be followed 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 firmly 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. 911 should be called immediately, if and unauthorized person attempts to pick a child up and leaves, the staff should note the direction the car goes, the color and license number.

Hope Luedtke, the Pre-Kindergarten director who is also a qualified teacher, has reviewed this Program plan.

August 2, 2018

## **PRE-K BOARD**

The Pre-K 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 congregations' and schools 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-K Board is the organizational link to Zion Church. The Board meets monthly.

Board Members: Stan Peichel, Jennifer Nissen, Anders Lindberg, Hope Luedtke, Diane Shuldheisz, Jan Heinecke, Marlene Colvin and Pastor Connie Tiede.

## **LICENSING STANDARDS**

ZPK 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 staff at Department of Human Services, they may be reached at 651.431.6500.

## **ACCREDITATIONS / EARLY CHILDHOOD AWARDS**

Zion Pre-Kindergarten is **accredited by the ELEA** Evangelical Lutheran Education Association and has been awarded a **Four Star** Parent Aware Award. Programs participating in Parent Aware can receive One, Two, Three or Four Stars. Parent Aware ratings are based on the programs demonstrated use of practices that best prepare children for Kindergarten. Each star level builds on the previous, helping families identify how far a program has progressed. Zion Pre-K has received a Four Star, the highest rating.

By achieving the Four star rating we have shown that the program is committed to school readiness by using best practices in all areas of child development. Please check out the

Parent Aware MN website for additional information of the Parent Aware program. Zion Pre-K has been awarded the Best Preschool in Anoka County Award for the second year in row! Thank you for voting us the Best Pre-K in the Anoka area, we're blessed to have wonderful families to share this honor with.

## **SCHOOL CLOSINGS**

Only in cases of very severe weather or hazardous road conditions will school not be in session. Listen for updates on WCCO radio (830 AM) and WCCO TV 4 and KARE TV 11. Also, every effort will be made to update our voicemail, if a cancellation is made. **No phone calls to ZPK families will be made.**

## **ABSENCES**

If your child will not be attending a session, parents are asked to contact ZPK prior to the start of the session. If a child has not arrived at the center by 15 minutes after his/her expected arrival, a staff member may call the parent/guardian.

## **EARLY CHILDHOOD SCREENING**

Early childhood screening is required, and as early as age three. Did you know that screening is required in the state of Minnesota? Screening allows health and developmental concerns to be addressed at least one to two years before a child enters kindergarten. Please call the Anoka Hennepin screening office at 763.433.4833 to make an appointment or contact your local school district.

## **ARRIVAL**

Morning classes begin promptly at 9:00 AM.

Children should not arrive more than five minutes prior to class time. Teachers arrive early, but this time is needed for preparation. We ask that a parent or another responsible adult, bring the child into the building and supervise the removal and hanging of his/her wraps and check in with one of the child's teachers. **Please be sure your child is taken to the bathroom prior to class.**

## **DISMISSAL**

Children must be picked up promptly at the end of the class session, 12:00 in the mornings. 2:00 for High 5's class and lunch bunch days at the classroom door by an adult. We will release the children to authorized persons only, as indicated on the student information form. No child will be released to an unknown person without prior arrangement by the parent and the ZPK Office. If an emergency situation arises, please call the ZPK Office. A late fee of \$5.00 may be charged for children picked up more than five minutes late. Please contact the Pre-K office at 763.506.8181 if you realize you are running late.

## **BIRTHDAYS**

ZPK does recognize each child's birthday by presenting them with a gift book of their choice and a Birthday ribbon. Each child is also recognized within their own classroom. Since we have designated "snack helpers" each class day. Birthday "treats" will not be served during snack time. Birthday favors may be non-food items or pre-packaged "treats" to send home.

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." ZPK would like all party plans and invitations to be taken care of outside the classroom. We hope you can understand.

## **PETS**

A variety of small pets, hamsters, gerbil's, guinea pigs and African water frogs may be found in one or all of the Pre-K 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. On occasion a family pet may visit the school. When this happens, parents are notified in advance and hands are washed prior to dismissal.

## **VOLUNTEER OPPORTUNITIES**

ZPK welcomes all offers to help out 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. *At times some classrooms may need scheduled volunteers. Those working in this capacity will participate in a full orientation and background check.*

## **SCHOOL PICTURES**

Individual and class photos will be taken during class on November 7-8. Check your calendar for the specific day. Money will need to be paid up front.

## **STUDENT MEDICAL FORM**

Each child must have a medical form which includes an up-to-date immunization record signed by a physician. This form must be on file the day the child is in school. This medical form, along with the child's information and permission form, which includes emergency information, is kept in the child's folder. If medical forms are not turned in to ZPK prior to the child's entry, according to laws set by Minnesota Department of Human Services, the child must be excluded from the program until forms are supplied.

## **STUDENT INFORMATION AND PERMISSION**

An up-to-date student information and permission form must be on file for each child enrolled at ZPK. Included on this form are names and phone numbers of parents, carpool, daycare and emergency contact persons. The form is kept in the ZPK Office in the child's folder. Updates of names, phone numbers, and addresses should be reported to the ZPK Office during the school year. Failure to comply may result in the child being excluded from class.

## **TOUCHING AND NURTURING**

Physical touching 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 touch 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 touch. Children are also taught to respect adults' and other children's touch preferences. It is our policy to inform parents of the nature and type of routine physical contact that your child will experience.

1. Nurturing touch 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 kept to a minimum because of its potential for getting out of hand.
2. Personal care touch includes cleaning and dressing routines and is done in a gentle and respectful manner. It will also include 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. 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 a given situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

## **CHILD ABUSE**

Children need a safe, nurturing environment that assists them to grow, learn and feel loved by their caretakers. In order 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. ZPK 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 identify your concern to the director.

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find a community resource which can offer assistance. 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, 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 MN State Law to file a report with the County Child Protection Unit. It then becomes the role of the Child Protection Unit to work with your family to insure 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 that our staff can 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 STUDENTS**

**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 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 licensed facility call the Dept. 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 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 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 reoccurring may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health and unlicensed Personal care providers organizations.

## **METHODS OF BEHAVIOR GUIDANCE**

Although families differ in their approach to discipline, the staff of ZPK uses the following methods in the program listed from most frequently to least frequently:

- talking to the child
- modeling expected behavior
- rewarding desirable behavior
- temporary “time out” within the classroom
- redirection

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

## **COMMUNICATION**

To keep parents informed of the many activities at ZPK, a monthly newsletter and calendar are sent home with your child **the last class day of each calendar month**. In addition, a summary of the daily activities is posted on the white board located by each classroom door. The classroom calendar will also be available on line at – [www.zionprekanoka.org](http://www.zionprekanoka.org)., under monthly classroom calendars and also e-mailed to families personal e-mail address.



## **GRIEVANCE POLICY**

If anyone should have a grievance about our program or one of the staff, we ask that you would 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 Campbell – Senior Pastor – 763.506.8106.

## **SPECIAL PERSON DAYS**

Two times a year, parents or a special guest are invited to spend part of the day in class with their child. These days are one of the highlights of the year because it gives your child an opportunity to share a favorite activity at school. It is important that at least one parent or a special guest be in attendance on these special days. Special Person Days for ZPK's 2018-2019 school year are:

MW classes – Dec 12 & May 8

MWF classes – Dec 12 & May 8

High 5's TTH classes – Dec 13 & May 9

WED class – Dec 12 & May 8

TTH classes – Dec 13 & May 9

High 5's TTHF classes – Dec 13 & May 9

3's – last hour of class

4's & High 5's – first hour of class

## **PARENT/TEACHER CONFERENCES**

A pre-enrollment conference is held between the parent(s), child and a program staff person. A fall conference (Nov 19 & 20) and spring conference (April 17 & 18 and May 1. Wed. 3's class) are scheduled. Parents are notified in advance with options of time. Other conferences may be arranged whenever desired by the teacher or parent. Parents are encouraged to communicate with the teachers by phone rather than by trying to discuss problems when bringing or picking up children. Conferences are held between the hours of 9-12:00, on the scheduled conference dates. A sign-up sheet will be available 2 weeks in advance. Staff may be reached through the ZPK Office at 763.506.8181 before 9:00 AM and from 12:05 PM to 12:20 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 at any time during the year.

## **INSURANCE LIABILITY**

Our staff and children are covered by insurance that meets the type and level set by the State Department of Human Services in the amount of \$300,000. Coverage applies when the child is at the center or on walks around the neighborhood. We are insured by Helland Insurance Agency.

## **DATA PRIVACY**

The only persons permitted to see your child's record (name, address, phone, health information, emergency information, etc.) will be you, the parent/legal guardian, child care employees, our health consultant and the state licensing examiner.

Information will not be given to others without parent/legal guardian written consent. We will not verify your child's enrollment to anyone via the telephone and without your consent.

## **PRESCHOOL FAMILY 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-K circle.

## **HOW TO ENROLL**

To register your child, stop by the ZPK Office on the upper level of the church or call 763.506.8181. Office hours during the school year are 8:00 AM to 3:00 PM, Monday through Friday.

During other hours, messages may be left on the voice mail at 763.506.8181. Your call will be returned as soon as possible. In emergency situations, you may call Zion Lutheran Church Office at 763.421.4656.

## **REGISTRATION FOR FALL 2019-2020 CLASSES**

We will begin registration for our fall classes on or about January 24, 2019. Watch the newsletter for the actual dates. All students currently enrolled must re-register again for next year's fall classes. Currently enrolled families and members of Zion Lutheran Church in Anoka are given time to pre-register before the general registration date.

## **PRIORITIES**

Children who are presently enrolled in ZPK and their siblings will be given preference for next year's enrollment, provided their application is received by the first registration date for the 2019-2020 school year.

## **WAITING LIST**

When classes are filled, we collect names on our waiting list. If the opportunity has not been made available for a change before school begins, names will remain on the waiting list. When an opening occurs in a class, we will call the first person listed on the list who is waiting for a particular class. Your name will remain on the list until you remove it.

## **STAFF**

ZPK employs caring, knowledgeable, trained adults who:

- reaffirm each child's worth
- teach the child to consider others' rights and feelings
- encourage questions, exploration, discoveries and creative encounters

## **DRUG AND ALCOHOL POLICY**

There shall be no drugs or alcohol on the premises of ZPK School. No employee shall be under the influence of any illegal drugs or alcohol while working at ZPK. 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.

## **ART**

Process rather than product is stressed. Some projects are designed for creative expression while others are designed for skill development, such as cutting, prewriting, and following directions. A copy of our art curriculum is available for review at the ZPK Office.

## SNACKS

A mid-morning or mid-afternoon nutritious snack will be served to your child each day. This consists of 1% milk as well as a nutritious food item. 1% milk is provided by ZPK. Children enjoy bringing snacks from home. Each family is assigned 2-5 snack dates during the school year. Snack "helpers" are listed in each monthly 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 sent, we will send home with child. Suggested nutritious snack ideas include:

fresh fruit or vegetables	popcorn, raisins, non-sugared cereal
graham crackers, snack crackers	cheese
dried fruit, nut and cereal mixes	string cheese
applesauce, canned fruits	cheese and fruit combinations
breadsticks, bagels	trail mix, pretzels
frozen juice bars, 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 preferred either.

### **Thank you for making healthy choices.**

We have access to a refrigerator/freezer if needed. Cups, napkins, bowls and utensils are provided by ZPK. **All** children are served 1% milk, also provided by ZPK, unless they have a medically noted allergy. If you have any questions regarding our snack policy, check with the ZPK Office. We do not have adequate room for lunches to be stored in the refrigerator.

We make sure everyone has clean hands before eating snack. Each child will be taken to the restroom to wash their hands prior to snack time. A **table prayer** will be said. Here is one that is commonly used at ZPK:

"Our hands we fold, our heads we bow;  
For this food, we thank Thee now. Amen"

## LUNCH

Students that are enrolled in the Lunch Bunch and High 5's option until 2:00 pm are required to bring a bag lunch from home. Good nutritious lunches are important for the children. **ZPK is required by State Licensing to monitor your children's lunches. Please refer to the handout that you received at the initial conference for the guidelines for lunches.** ZPK will provide 1% milk for the lunch beverage. All children are served 1% milk, unless they have a medically noted allergy. ZPK does not have adequate space for children's lunches; they will need to remain on the lunch cart until lunch time.

## HEALTH REGULATIONS

1. Parents are asked to protect their own children and the health of others by keeping a child home who is carrying an infectious disease. If a child has had a fever, he/she should not be in school until 24 hours after his/her temperature returns to normal.
2. If a child becomes ill during the session, the child will be isolated from the group in care and the parent will be called 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 911 and send the child to Mercy Hospital, 4050 Coon Rapids Blvd, Coon Rapids. Phone: 763.236.6000. If a medical emergency should arise with an injury to teeth and we do not have a Dentist phone number on file we will use Fifth Avenue Dental Phone: 763.421.5320.
5. Parents will be notified of any communicable diseases that occur among the children.
6. Children requiring medication:
  - Must have prescription bottle with name, date, doctor's name and dosage.
  - Must have a signed slip from the parent.
  - If at all possible, a signed slip from the doctor.
  - At no time will medications be given under any other circumstances.
  - All medications will be kept in ZPK office.

A child with any of the following conditions must be excluded from ZPK until well.

- Chicken pox -- until the child is no longer infectious or until the lesions are crusted over
- Vomiting two or more times since admission that day
- Three or more abnormally loose stools since admission 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 degree Fahrenheit temperature or higher
- Significant respiratory distress
- A child who cannot participate in child care programs with reasonable comfort
- A child who requires more care than the program staff can provide without compromising the health and safety of others

## TUITION

1. Registration fee is \$50 per child. Additional siblings are \$20 each. This amount is non-refundable. Tuition rates are:
  - 1 day class - \$700 yr/\$70 month
  - 2 day class - \$1200 yr/\$120 month
  - 3 day class - \$1690 yr/\$169 month
  - High 5's -3 day - class - \$2580 yr/\$258 month
  - High 5's -2 day - class - \$1870 yr/\$187 monthLunch Bunch day option – 2 day \$670 yr/\$67 month, 3 day \$1010 yr/\$101 month
  
2. Monthly tuition is due on the 1st day of each month, August through May. Tuition may be paid in full or in ten 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.
  
3. If arrangements have not been made in advance, a late fee of \$15.00 must be added to all payments that do not reach our office by the first Friday of each month. An additional \$10 will be added the second week and an additional \$10 late fee will accrue each week, thereafter.
  
4. Enrollment is for the full term. Thirty days written notice is required to withdraw a child at the request of the parent or ZPK. If this requirement is not met, tuition for the next sessions must still be paid. You will be informed of the adjusted amount when the notice of withdrawal is received.
  
5. There are no tuition reductions for holidays, illnesses, vacations, inclement weather or other absences.
  
6. Tuition must be kept current to hold the child's place in ZPK. An overdue account may be considered cause for termination of enrollment.
  
7. Zion Pre-K offers an electronic option for making tuition payments. Tuition can be debited automatically from your checking or savings account. Our electronic payment program offers convenience for you and peace of mind by choosing auto pay options. Conventional checks, cash and bill pay are also accepted.
  
8. Checks returned by your bank are assessed a service fee of \$20.00.

You can keep track of the date you make your payments here:

Aug 1 _____	Sept 1 _____	Oct 1 _____	Nov 1 _____
Dec 1 _____	Jan 1 _____	Feb 1 _____	Mar 1 _____
Apr 1 _____	May 1 _____		

9. Federal Tax ID number: 41-0739089.

## **TUITION ASSISTANCE/SCHOLARSHIP OPPORTUNITIES**

Zion Pre-K has a small fund available for scholarships (reduced tuition) and limited dollars available to assist families financially in case an unexpected emergency or situation occurs. Please contact the Pre-K 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-K Board. Note that there are limited funds available and all requests may not be eligible for assistance.

## **CLOTHING**

We urge you to dress your child in washable, comfortable play clothes. Tennis or rubber-soled shoes are preferred. Hard-soled dress shoes and open toed sandals are not advised for safety reasons.

Please mark all clothing, shoes and boots to avoid mix-ups due to similarity. A check of overshoes and boots for correct size should be made to see if they can be put on with ease by the children themselves.

Students enrolled in the extended day programs need appropriate outdoor wear.

## **ACCIDENT PREVENTION PROCEDURES**

While setting up the room, teachers will daily inspect the equipment and classroom for anything that might cause injury. The teacher will either repair or remove the harmful item.

Candles and cooking equipment are kept a safe distance from the 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.

Classroom rules are designed to minimize injuries; “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 classroom. Children will be under constant supervision.

## **SPECIAL PROGRAMS**

To enhance the children's learning experience, ZPK schedules educational programs at the center throughout the year. There may be a fee charged for these programs. You will receive notice prior to the program date.

### **WHAT EQUIPMENT DOES YOUR CHILD NEED?**

As mentioned above, your child should dress in comfortable play clothes. Occasionally the children will schedule a walk outside and you will be asked to "dress for the weather."

Students enrolled in Lunch bunch and High 5's must have appropriate outdoor wear.

The children should bring a school bag each class time. Many times they are needed to carry home art projects, newsletters and notes. In the winter, the bag can be used to carry shoes to class. Backpacks tend to be difficult to open/close so an open-top bag is usually easier for the child to use.

### **BOX TOPS**

We do participate in the General Mills Box Tops Program. We invite all families and friends of ZPK to bring proofs of purchase to the ZPK Office. Information is available in the ZPK Office. A list of eligible products is available on the rack outside the ZPK Office. During the year we mail in Box Tops for cash.

### **SCHOLASTIC BOOK CLUBS ON LINE CLASS ACTIVATION CODE: H8F4Y**

We do participate in Scholastic book clubs. These are not fundraising projects for our school, but opportunities for families to purchase good quality books at very reasonable prices. We accumulate points from each order, which are used to obtain books, tapes, and equipment for our school.

Scholastic Book club order forms are sent home with the children several times during the school year. Families who choose to order follow the instructions that accompany the forms. All orders are handled directly through the ZPK Office. Grandparents, friends and neighbors are also welcome to order from our clubs. No family is under any obligation to place orders. When orders arrive, usually within 2 weeks, signs are posted and orders are picked up in the ZPK Office. Everything is paid for in advance and Scholastic offers complete customer satisfaction guarantees. Questions regarding Scholastic book clubs should be directed to the ZPK Office.



## **HANDWRITING**

Zion Pre-K uses the Block handwriting style Zaner-Bloser; this is the same program that is used by the Anoka Hennepin District #11. A copy of the sample alphabet will be given to you at your initial conference. We encourage use of this handwriting style example at home as your child becomes interested in writing his/her name.

# Zion Pre-K

## 2018-2019 School Calendar

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	<b>17</b>	<b>18</b>	<b>19</b>	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	<b>21</b>	<b>22</b>	<b>23</b>	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	<b>20</b>	<b>21</b>	22
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	29
30	<b>31</b>					

January 2019						
Su	M	Tu	W	Th	F	S
		<b>1</b>	<b>2</b>	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21</b>	<b>22</b>	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<b>18</b>	<b>19</b>	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	<b>7</b>	<b>8</b>	9
10	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<b>19</b>	20
21	<b>22</b>	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Labor Day  
 ZPK Open House 5:30-7:00  
 Get acquainted conferences  
 1<sup>st</sup> day of class begins  
 Lunch Bunch begins  
**MEA – No class**  
 Portrait Days  
 Fall parent/teacher conf  
**Thanksgiving Holiday- No class**

Sept 3  
 Sept 6  
 Sept 10-11-12  
 Sept 12-13-19  
 Sep 17-18  
**Oct 17-18-19**  
 Nov 7-8  
 Nov 19-20  
**Nov 21-22-23**

Special Person Day  
**Christmas Holiday – No class**  
**MLK/Staff inservice – No class**  
**President’s day – No class**  
**Spring break – No class**  
 Spring parent/teacher conf  
**Easter break – No Class**  
 Parent/teacher conf-Wed 3’s  
 Last day of class  
 Dec 12-13  
**Dec 20-Jan 2**  
**Jan 21-22**  
**Feb 18-19**  
**Mar 7-15**  
 Apr 17-18  
**Apr 19-22**  
 May 1  
 May 8-9  
 May 21-22

**Bolded dates – No class**

## **EMERGENCY EVACUATION**

In the event that Zion Lutheran Church experiences an emergency that requires evacuation of the premises, Zion Christian Pre-K children will be evacuated to one of the following sites:

Anoka Middle School for the Arts (enter door #1)  
1523 Fifth Avenue South  
Anoka, MN 55303

Lincoln Elementary School (enter door #4)  
540 South Street  
Anoka, MN 55303

Information regarding the evacuation will be available to parents by calling 763.506.8181 or through the following media: WCCO TV/radio and KARE 11 TV.

## **2018 - 2019 ZION PRE-K STAFF**

<b>Anda</b>	<b>Erin</b>
<b>Ahlquist</b>	<b>Samantha</b>
<b>Beck</b>	<b>Carolyn</b>
<b>Krasean</b>	<b>Jill</b>
<b>Kyle</b>	<b>Dawn</b>
<b>Leonard</b>	<b>Susie</b>
<b>Luedtke</b>	<b>Hope</b>
<b>Norman</b>	<b>Dena</b>
<b>Petros</b>	<b>Ewa</b>
<b>Ree</b>	<b>Candy</b>
<b>Spiess</b>	<b>Debi</b>
<b>Ward</b>	<b>Julie</b>

**Subs**

<b>Belschner</b>	<b>Betty</b>
<b>Delapp</b>	<b>Tonya</b>
<b>Hartle</b>	<b>Kris</b>
<b>Ross</b>	<b>Heather</b>

# DIRECTORY OF PUBLIC HEALTH AND EDUCATIONAL SERVICES

If you are seeking assistance for Physical Health & Well-Being, and or educational information in the Anoka vicinity, contact information for a variety of services are listed on pages 28 and 29 of this handbook. If you need help acquiring services, or need the use of phones or computers we will happy to help you. Please stop by the Pre-K office and we will work together to find the information that you need.

## Dental

**Dental Referral Service** **651.631.9845**

### **Minneapolis District Dental Society**

Provides referrals for those who have no insurance, are low income, or pay cash for dental care.

## Mental health Services

**Anoka County Children's Mental Health** **763.712.2703**

Services for children with behavior concerns or emotional disturbances and their families. Services may include information about mental health, referrals to community agencies, case management, family community support, referrals for diagnostic assessment, other support services.

## Early Childhood Special Education (ECSE)

**Anoka-Hennepin District #11** **763.506.1362**

**Elk River District #728** **763.241.3525**

**St. Francis District #15** **763.753.7170**

## Early Childhood Screening (preschool screening)

**Anoka-Hennepin District #11** **763.433.4833**

**Elk River District #728** **763.241.3525**

**St. Francis District #15** **763.753.7187**

## Early Childhood Family Education (ECFE)

**Anoka-Hennepin District #11** **763.506.1275**

**Elk River District #728** **763.241.3525**

**St. Francis District #15** **763.753.7170**

**\*Additional website [www.helpmegrowmn.org](http://www.helpmegrowmn.org).**

Help me Grow is a free resource to look at the developmental milestones of young children, to learn if there are concerns, and to take the lead in seeking additional support or in referring their child for a comprehensive, confidential evaluation at no cost.

### **Child Care Assistance Program (CCAP)**

**Anoka County Child Care Assistance**

**763.717.7711**

[www.accap.org](http://www.accap.org)

### **Early Learning Scholarships**

**Region 11 - Think Small**

**651.641.6604**

### **Minnesota Family Investment Program (MFIP)**

**MFIP (Minnesota Family Investment Program)**

**763.422.7200**

**Anoka County**

MFIP benefits provide cash and food benefits to eligible applicants.

Contact your county of residence for more information and possible benefits.

### **Health care coverage (Medical Assistance, Minnesota Care or Advanced Premium Tax Credit)**

**Medical Assistance (MA) and Minnesota Care**

**Adults Only, Anoka**

**763.422.7200**

**Families with children, Blaine**

**763.422.7200**

**Minnesota Care Information line, State Office**

**651.297.3862**

MN residents who do not have and cannot afford health insurance may be eligible for very low cost coverage through MN Care. Available to adults and children who meet certain specific guidelines. Covers most medical needs, including visits to doctors/clinics, most prescriptions, some dental, hospitalization, etc. Cannot be on Medicare.

### **Public health Services**

**Anoka County Community Health & Environmental Services Department**

**763.422.7030**

### **Translation Services**

If English is not your first language, and you feel you need a translator for initial conferences, fall and spring conferences, (or any other time), please let us know and we will find someone who can help us out.