



ZION
PRE-K + ANOKA

Zion Christian Pre-Kindergarten

Parent & Student Handbook

COVID-19 Edition

2020 – 2021

Please retain this handbook for use throughout the year.

Welcome to Zion Christian Pre-Kindergarten

A Ministry of Zion Lutheran Church in Anoka

Parent & Student Handbook COVID-19 Edition 2020 – 2021

Zion Pre-Kindergarten
1601 4th Avenue
Anoka, Minnesota 55303

Pre-School Telephone
Pre-School FAX (763) 421-4672
Church Telephone (763) 421-4656
Website: www.zionprekanoka.org
E-mail: pre.k@zionanoka.org
Facebook: Zion Pre-K
Federal Tax ID: 41-0739089

Class Hours

3's & 4's: 9:00 AM – 12:00 PM
High 5's: 9:00 AM – 2:00 PM

(763) 506-8181 Optional Lunch Bunch

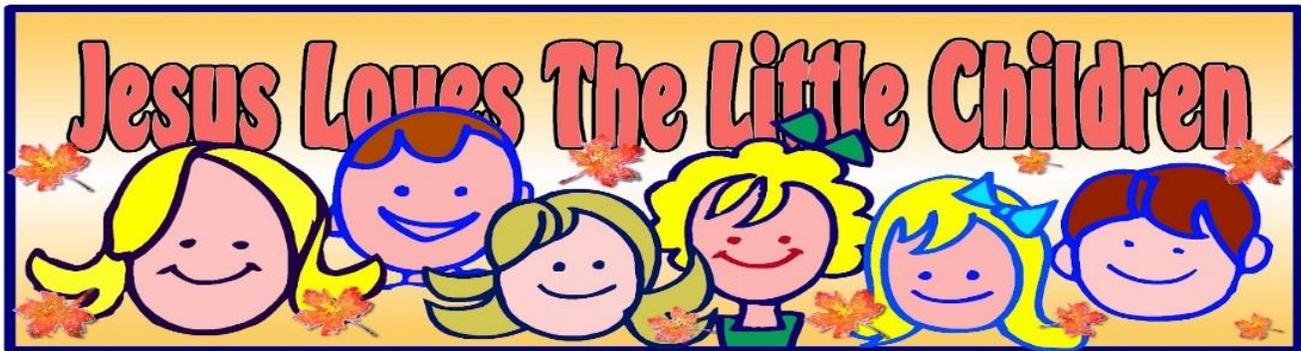
MWF 12:00 PM – 2:00 PM
TTH 12:00 PM – 2:00 PM

Office Hours

8:30 AM – 2:30 PM
Summer hours vary

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INTRODUCTION

As we are getting ready to reopen after being closed for nearly four (4) months, I want to make sure we are all on the same page. While I know this can be a fearful time, since none of us have ever experienced this before. The teachers and administration at Zion Pre-Kindergarten are committed to providing a quality program that is safe, child-friendly and fun! While many things will seem different with new procedures in place for safety of all, this will still 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. This handbook will layout the changes as we enter the next phase of the COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this Handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the Minnesota Department of Health. Please be sure to read through this handbook, then sign and return the accompanying Receipt. Please feel free to contact me, if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Zion Pre-Kindergarten is a safe and enjoyable place for your family.

Denise Lewandowski, Director of Zion Pre-Kindergarten

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 pre-school 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 NKJV

As a ministry of Zion Lutheran Church, Zion Pre-Kindergarten provides quality pre-school 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 pre-school 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; and
- 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 4th Avenue, Anoka, Minnesota is a half-day pre-school program which serves children ages 3 to 5 years of age. Our licensing capacity is 100. We operate 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/Th. The High 5’s class is in session 9:00 AM – 2:00 PM on T/Th/F. Staff ratios are 10:1 for 3-year-olds and 4-year-olds, and up to 15:1 for school age (High 5’s). Group sizes do not exceed twenty (20) students for 3- and 4-year-old classes and twenty-four (24) students for school age (High 5’s). Student to teacher ratios are maintained and 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 pre-school 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 (the extended-day option) until 2:00 PM will assemble in one (1) room with a maximum of twenty (20) students. **A bag 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; and
- provide an environment that will offer learning, happiness and security for each child.

Curriculum Goals for Zion Pre-K

Keep in mind, these goals are ***not an expectation, rather a continuum***, for a healthy pre-school 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 pre-school 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.

At Spring Conferences, near the end of the pre-school year:

- **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 one's self and in a group setting

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

In addition to the **Initial Conference**, prior to the start of the pre-school year, **two (2) additional conferences** are held, Fall and Spring, to report each student's progress. These conferences are recorded and are kept in the student's files in the pre-school office. Conferences are held during regular class times (*see 2020-2021 Calendar on back page*). **A large indoor muscle room** exists for use on the lower level of the building. Class time is regularly scheduled in this room. This schedule is available to view on the Staff Board in the Pre-Kindergarten Office. **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. Students in the High 5's Class, and 3's and 4's enrolled in **Lunch Bunch**, 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 PM to participate in outdoor play during the pre-school day. Weather permitting, students will be outdoors, including during the winter season. Appropriate clothing and footwear must be provided by parents. There will not be outdoor play when the temperature or wind chill is below 0° F. Students will be supervised by their teachers in the Upper Parking Lot, or the fenced-in greenspace of Zion Lutheran Church. Outdoor toys, balls, hoops, etc. will be available for play. The gates will be closed at 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 pre-school 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 and unauthorized person picks-up a child and leaves, 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 13, 2020

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 pre-school 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 accredited by the ELEA Evangelical Lutheran Education Association. Zion Pre-Kindergarten has been awarded "the Best Pre-School in Anoka County Award." Thank you for voting us the Best Pre-School in the Anoka area. We are blessed to have wonderful families with which to share this honor.

ZION PRE-KINDERGARTEN STUDENTS

Children 3 years through five 5 years of age by September 1, regardless of denomination, race, creed or nationality, are eligible for enrollment. Each class is limited to 20 students. Student-to-teacher ratios are 9:1 for 3-year-olds, 10:1 for 4-year-olds, and up to 15:1 for school-age. Group sizes do not exceed 20 students for 3- 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, child's doctor and parents. ***Children MUST be toilet-trained to enter Zion Pre-Kindergarten. Pull-ups are NOT acceptable. *One-Day 3's Class has a sixteen (16) student limit, and students MUST be 3 by 12/01/2020.**

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 Individualized Education Plan (IEP). The same committee will meet quarterly 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. 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.

COVID-19 EXTRA HYGIENE MEASURES & PROCEDURES

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of the day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask Wearing: Masks will be worn by staff in common areas. Parents will wear masks at drop-off and pick-up.
4. Social Distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and students leave the classroom, they will wear a mask to the best of their ability until they arrive at their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. All staff will wear masks when not in their personal office/cubicle, and they will only be in the front of the building in the office area.

CLASSES

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

3-Day Class	3's & 4's	Monday Wednesday Friday	9:00 AM – 12:00 PM
	High 5's	Tuesday Thursday Friday	9:00 AM – 2:00 PM
2-Day Class	3's	Monday Wednesday	9:00 AM – 12:00 PM
	3's & 4's	Tuesday Thursday	9:00 AM – 12:00 PM
1-day class	3's	Wednesday	9:00 AM – 12:00 PM
Lunch Bunch*		Monday Wednesday Friday	12:00 PM – 2:00 PM
		Tuesday Thursday	12:00 PM – 2:00 PM

***If registered for a 3-Day class, 3 days of Lunch Bunch are required *If registered for a 2-Day class, 2 days of Lunch Bunch are required**

TUITION

1. Registration Fee is \$50 per student, additional siblings \$20 each. Lunch Bunch (LB) Registration Deposit is \$50 per student (*applied to tuition payment after pre-school begins*). Registration Fees and LB Deposits are non-refundable.

2. Tuition rates are:

1-Day class	\$720/year	\$72/month
2-Day class	\$1,230/year	\$123/month
3-Day class	\$1,730/year	\$173/month
High 5's	\$2,770/year	\$277/month

Lunch Bunch Option: *NOTE: Lunch Bunch begins the second week of pre-school*

2-Day	\$690/year	\$690/year	\$69/month
3-Day	\$1,040/year	\$1,040/year	\$104/month

3. Tuition for additional student(s) per family receive a 10% discount (**discount does NOT apply to Lunch Bunch**).

4. **2020-2021 Tuition Payment Options** (choose one)

- Full-Year Tuition** If Full-Year Tuition is paid in full by August 15, 2020 (or, if enrolled after August 15, 2020, if paid in full upon enrollment) receive 1% discount
- Monthly Payments** Ten (10) monthly payments due the 1st day of each and every month beginning August 1, 2020 and ending May 1, 2021 (**Due to the COVID-19 pandemic, first payment is due August 15, 2020**)

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 automatic recurring tuition payment, and allows viewing of complete online payment history from anywhere with internet access.

- i. Log-on to 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 27th of the month, as it takes a few days to process. If making a **One-Time Payment** select July 27, 2020 for the first tuition payment due August 1, 2020. If you are scheduling a **Recurring Monthly Payment** please choose July 27, 2020 start date and May 1, 2021 end date.

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. Record remitted payments here:

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

5. Monthly Tuition is due on the 1st 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.

6. If arrangements have not been made in advance, a late fee of \$15.00 will 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.

7. 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 sessions must still be paid. You will be informed of the adjusted amount when the notice of withdrawal is received.

8. There are no tuition reductions for holidays, illnesses, vacations, inclement weather or other absences.

9. 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.

10. 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. **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.**

11. Zion Pre-Kindergarten Federal Tax ID Number is 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.

ENROLLMENT – 2020-2021

Upon the decision to enroll your child, parent(s)/guardian(s) will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms should be filled-out and submitted via e-mail or USPS 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-Friday. During other hours, leave messages by 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 NEXT YEAR – 2021-2022

Early Registration for currently enrolled families and members of Zion Lutheran Church in Anoka for next school year begins Monday, February 1, 2021. Registration for the general public begins Monday, February 8, 2021. To attend next year's classes, currently enrolled students must re-register.

PRIORITY

Children presently enrolled in Zion Pre-Kindergarten, and their siblings, will be given preference for next year's enrollment provided their application is received by the Early Registration date for the 2021-2022 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 listed on the list. Your name will remain on the list until you remove it.

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 when the child starts pre-school. This Medical Form, along with the Student Information Form and Permission Form, which includes emergency information, is kept in the child's folder in the Zion Pre-Kindergarten Office. If a Medical 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 forms are supplied.

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, carpool, daycare and emergency contact persons. These Forms are kept in the Zion Pre-Kindergarten Office in the child's folder. 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

While operating in this phase of COVID-19, drop-off and pick-up times will be staggered. You will be given a time to drop-off and pick-up. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked-in, please be patient during this time. A mask must be worn by the designated drop-off/pick-up person during drop-off. A designated check-in staff will meet you curbside wearing proper PPE. This check-in staff will ask a series of yes/no questions regarding symptoms and travel. Your child will have their temperature taken (temperature must be below 100° F. The staff will escort your child to his/her classroom. We ask that the designated drop-off/pick-up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition.) **PLEASE BE SURE YOUR CHILD USES THE RESTROOM PRIOR TO COMING!**

PICK-UP

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Your child will be brought to meet you curbside. All drivers and passengers should wear a face covering/mask until the child is secured in the car seat. Children will wear face coverings (to the best of their ability) while walking to the car. Once in the car, the mask will be collected by the staff and laundered for the next day.

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. Contact the Pre-Kindergarten office at (763)506-8181, if you will be late.

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. It is very important to let us know if your child is ill, as we hope to prevent communicating illness to others at Zion Pre-Kindergarten. If a child has not arrived at the pre-school 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 children and the health of others by keeping a child home who are 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 returns to normal.

2. If a child becomes ill during class time, the child will be isolated from the group 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 9-1-1 and have the child brought to Mercy Hospital, 4050 Coon Rapids Blvd, Coon Rapids, (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 Dr. Conlin, Fifth Avenue Dental, (763)421-5320.

5. Parents will be notified of any communicable diseases that occur among the children at Zion Pre-Kindergarten.

6. Children requiring medication:

- must have a 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 the Zion Pre-Kindergarten office
7. A child with any of the following conditions must be excluded from 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 since admission that day
 - Three (3) 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
 - 100.4° F. 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
8. If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR, if has been in close contact with a person testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of seven (7) days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on Day 7, the person may return on Day 10.) For most, this will be 14 days after the household contact with COVID-19. We as all parents and staff inform us of any potential exposure immediately. A potential exposure means being a household contact or having close contact within six (6) feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. 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 Zion Lutheran Church and our parents. Guide by Minnesota Department of Health: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

STAY SAFE MN

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF)
www.health.state.mn.us/diseases/coronavirus/waiting.pdf

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members do not need to stay home.



SECURITY

Children are in the company of an adult at all times 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 hold doors (other than Door 1) for anyone to enter the building. If there are special events scheduled at Zion Lutheran Church during the pre-school day, an e-mail notice will be sent with particulars, follow posted signs.

EMERGENCY EVACUATION

In the event that Zion Lutheran Church experiences an emergency requiring evacuation of the premises, Zion Christian Pre-Kindergarten children 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	Lincoln Elementary School (enter Door 4) 540 South Street Anoka, Minnesota 55303
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Information regarding the evacuation will be available to parents by calling (763)506-8181, or via the following media: WCCO TV/radio and KARE 11 TV.

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 WCCO radio (830 AM) and WCCO TV 4, and KARE TV 11. Notice will also be posted on Zion Pre-K'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.

SNACKS

A mid-morning nutritious snack will be served to your child each day. This consists of 1% milk as well as a nutritious food item. 1% milk and snack will be provided by Zion Pre-Kindergarten. **State licensing requires that we serve only nutritious, store bought snacks.** We will **not serve** cupcakes, doughnuts, cookies, candy or any type of homemade baked goods, **no exceptions.** Suggested nutritious snacks include:

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

All children are served 1% milk, unless they have a medically noted allergy. If you have any questions regarding our snack policy, check with the Zion Pre-Kindergarten Office. Each child will be taken to the restroom to wash their hands prior to snack time. A **table prayer** will be said; a prayer commonly used at Zion Pre-Kindergarten is:

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

LUNCH

Students enrolled in Lunch Bunch and High 5's Class until 2:00 PM 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 your children's lunches. Please refer to the handout you received at the Conference prior to the start of the pre-school year for guidelines for lunches.** Zion Pre-Kindergarten will provide 1% milk for lunch beverage. **All** children are served 1% milk, unless they have a medically noted allergy. Zion Pre-Kindergarten does not have adequate refrigerator space for children's lunches; they will remain on the lunch cart until lunch time. Please pack lunches to allow for no refrigeration.

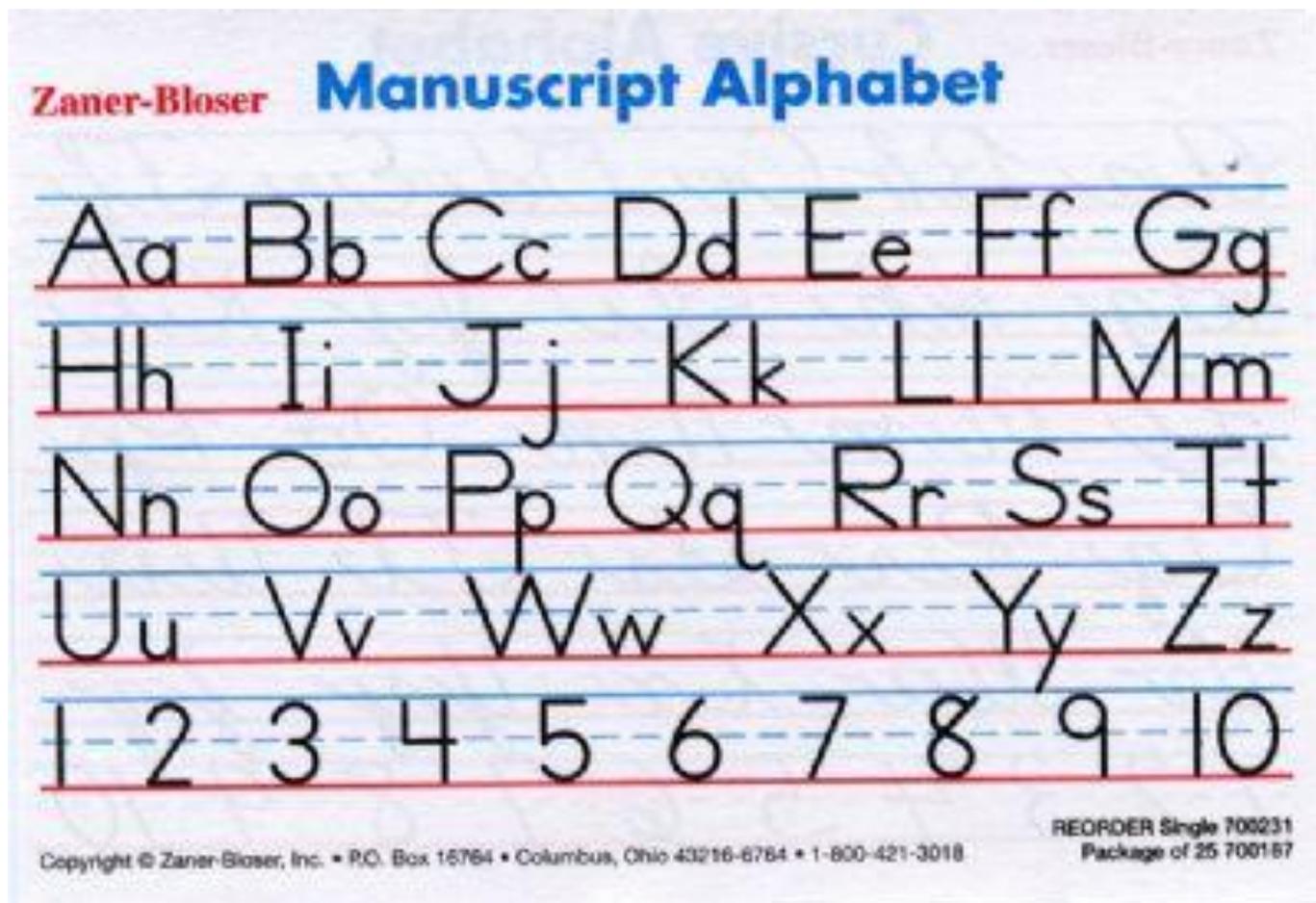
SCHOOL SUPPLIES / EQUIPMENT

Children should dress in comfortable play clothes. Occasionally, the children will go on a walk outside and should "dress for the weather." Students enrolled in Lunch Bunch and High 5's must have appropriate outdoor wear (i.e. boots, snowpants, coat, hat & warm mittens). Children should bring a school bag each class time, 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. An open-top bag is easier for use by children, backpacks tend to be difficult to open & close. While in this phase of operation (COVID-19 pandemic), children may not bring any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time.

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 Conference prior to the start of the pre-school year. We encourage use of this handwriting-style at home as your child becomes interested in writing his/her name.



CLOTHING

Children should dress in washable, comfortable play clothes. Tennis 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. 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.

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.

BIRTHDAYS

Zion Pre-Kindergarten 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 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." Zion Pre-Kindergarten would like all party plans and invitations to be arranged of outside the classroom.

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-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.

SCHOOL PICTURES

Individual and class photos will be taken during class on November 4-5. Check the calendar for the specific day. Payment is required when placing picture orders.

VOLUNTEER OPPORTUNITIES

There will be no Volunteers or visitors allowed during this COVID-19 phase. Special needs instructors will be permitted, if they pass screening procedures and follow protocol.

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 kept to a minimum because of its potential for getting out-of-hand.

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. 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.

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;
- temporary "time-out" within the classroom; and
- redirection

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. 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. 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 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, 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 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 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 (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 line at 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 pre-school 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 conference prior to the start of the school year is held between the parent(s), child and a program staff person. Fall Parent/Teacher Conferences are scheduled Nov 23rd & 24th, and Spring Parent/Teacher Conferences April 26th, 27th & 28th. Parents are notified in advance with schedule options. Other conferences may be arranged whenever desired by the teacher or parent. Parents are encouraged to communicate with teachers by phone rather than by trying to discuss challenges when dropping-off or picking-up children. Conferences are held between 9:00 AM and 12:00 PM in 15-minute increments, on the scheduled conference dates. A sign-up sheet will be available 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 12:05 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. Please understand that due to COVID-19 we ask that visits are only in case of concern regarding program.

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 Campbell, Senior 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 parent(s)/legal guardian(s), child care 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 \$300,000.00. Coverage applies when the child is at Zion Pre-Kindergarten or on walks around the neighborhood. We are insured by Helland Insurance Agency.

PRE-KINDERGARTEN BOARD

The Pre-Kindergarten Board's function is to develop and maintain the operational policies of the pre-school and follow sound financial practices. The Board promotes the pre-school's purpose, philosophy and goals and the congregation's and pre-school'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: Sandra Benson, Pastor Brent Campbell, Carol Dahl, Kristine Johnson, Denise Lewandowski (Director), Stan Peichel (Chairperson), Sarah Severin (Parent Representative), Diane Shuldheisz, and Pastor Connie Tiede.

2020-2021 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	Samantha Ahlquist	Carolyn Beck	Denise Lewandowski, Director
Ewa Petros	Debi Spiess	Julie Ward	Cathy Westrum, Adm. Asst.

Substitutes

Tonya Delapp	Kris Hartle	Susie Leonard	Hope Luedtke
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ACCIDENT PREVENTION PROCEDURES

While setting up classrooms, teachers will daily inspect the equipment and classroom 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. 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. All families and friends of Zion Pre-Kindergarten may bring clipped BOX TOPS to the Zion Pre-Kindergarten Office. BOX TOPS offers a free app for download to scan BOX TOPS items purchased. The BOX TOPS app is very user-friendly. Information is available in the Zion Pre-Kindergarten Office. A list of eligible products is available on the rack outside the Zion Pre-Kindergarten Office. During the year (in October and February) we mail in BOX TOPS for cash.

CRAYOLA COLORCYCLE IT!

Zion Pre-Kindergarten participates in the Crayola ColorCycle It! Program. All used markers, highlighters, Sharpies, etc. are placed in a box and shipped to Crayola for recycling. Bring your used markers from home!

SCHOLASTIC BOOK CLUB

Zion Pre-Kindergarten participates in Scholastic Book Club. This is not a fundraising project for our pre-school, but opportunities 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 pre-school. Scholastic Book Club order forms are sent home with the children several times during the school year. To order, follow instructions on the forms. All orders are handled directly through the Zion Pre-Kindergarten Office. Orders may also be placed online at www.scholastic.com/bookclubs **Online Activation Code: H8F4Y**. Grandparents, friends and neighbors are welcome to order. No family is obligated to place orders. When orders arrive, usually within two (2) weeks, signs are posted and orders may be picked-up in the Zion Pre-Kindergarten Office. **Orders must be paid in advance by check made payable to SCHOLASTIC BOOK CLUB.** Scholastic Book Club offers complete customer satisfaction guarantees.

EARLY CHILDHOOD SCREENING (KINDERGARTEN SCREENING)

Early childhood screening (Kindergarten screening) is **required** as early as age three (3). Screening allows health and developmental concerns to be addressed at least one to two years before a child enters Kindergarten. Please contact your local school district (*See list below*).

DIRECTORY OF PUBLIC HEALTH AND EDUCATIONAL SERVICES

If seeking assistance for physical health & well-being, and/or educational information in the Anoka vicinity, contact information for a variety of services is listed on pages 22-23 of this Handbook. If assistance is needed acquiring services, or use of phones or computers, stop by the Pre-Kindergarten office.

CHILD CARE ASSISTANCE PROGRAM (CCAP)	
Anoka County Child Care Assistance www.accap.org	(763) 324-2360
DENTAL	
Minneapolis District Dental Society	(651) 631-9845
Provides referrals for those who have no insurance, are low income, or pay cash for dental care.	
EARLY CHILDHOOD FAMILY EDUCATION (ECFE)	
Anoka-Hennepin District 11	(763) 506-1275
Elk River District 728	(763) 241-3524
St. Francis District 15	(763) 753-7170
EARLY CHILDHOOD SCREENING (Kindergarten Screening)	
Anoka-Hennepin District 11	(763) 506-2400
Elk River District 728	(763) 241-3525
St. Francis District 15	(763) 753-7187
EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)	
Anoka-Hennepin District 11	(763) 506-1365
Elk River District 728	(763) 241-3400
St. Francis District 15	(763) 753-7170
EARLY LEARNING SCHOLARSHIPS Think Small	
www.thinksmall.org/for_parents_and_guardians/paying_for_childcare/early_learning_scholarships	
HEALTH CARE COVERAGE	
Medical Assistance (MA) and MinnesotaCare (MCRE)	(763) 422-7200
MinnesotaCare Information Line	(651) 539-2099
Minnesota residents, who are not on Medicare, do not have health insurance, and cannot afford health insurance, may be eligible for very low cost coverage through MCRE. 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.	(855) 366-7873
HELP ME GROW - www.helpmegrowmn.org	(886) 693-4769
Anoka Area Help Me Grow	(763) 433-4888
Help Me Grow is a free resource to look at development milestones of young children, to learn if there are concerns, and to take the lead in seeking additional support or in referring a child for	

comprehensive, confidential evaluation at no cost.	
MENTAL HEALTH SERVICES	
Anoka County Children’s Mental Health	(763) 324-1430
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, and other support services.	
MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP)	
MFIP Anoka County	(763) 422.7200
MFIP is program with monthly cash payments to qualifying families. Apply online at www.ApplyMN.dhs.mn.gov or contact your count of residence for more information and possible benefits.	
PUBLIC HEALTH SERVICES	
Anoka County Public Health & Environmental Services	(763)324-4200
TRANSLATION SERVICES	
If English is not your first language, and you feel you need a translator for Initial, Fall, and Spring Conferences (or any other time), please let us know and arrangements will be made for a translator.	

Zion Pre-K 2020-2021 Calendar



ZION PRE-K + ANOKA

Calendar of Events

Sep	14-15-16	Get Acquainted (Initial) Conferences
Sep	16-17-23	First Day of Class
Sep	21-22	Lunch Bunch begins
Oct	14-15-16	No Class—MEA
Nov	4-5	Picture Day
Nov	23-24	Fall Parent / Teacher Conferences
Nov	25-27	No Class—Thanksgiving
Dec	24-Jan1	No Class—Christmas Break
Jan	18	No Class—MLK Day
Jan	29	No Class—Staff Training date TBD
Feb	15-16	No Class—Presidents' Day
Mar	15-19	No Class—Spring Break
Apr	2-5	No Class—Easter Break
Apr	26-28	Spring Parent / Teacher Conferences
May	25-26	Last Day of Class

September				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	26
28	29	30		

February				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

October				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				