

# Welcome to Zion Lutheran Pre-Kindergarten

A Ministry of Zion Lutheran Church in Anoka

## Parent & Student Handbook 2026 – 2027



**ZION**  
PRE-K † ANOKA

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

### Class Hours- School year

3's & 4's: 9:00 AM – 12:00 PM

High 5's: 9:00 AM – 2:00 PM

Preschool Telephone (763) 506-8181  
Preschool FAX (763) 421-4672  
Preschool Text (612) 472-1294

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

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

Facebook: Zion Pre-K

Federal Tax ID: 41-0739089

### With Lunch Bunch Hours

M·W·F 9:00 AM – 2:00 PM

T·H 9:00 AM – 2:00 PM

### Additional Programs

*Z+* summer & non-school day  
opportunities

*StarZ* school year enrichment T·TH

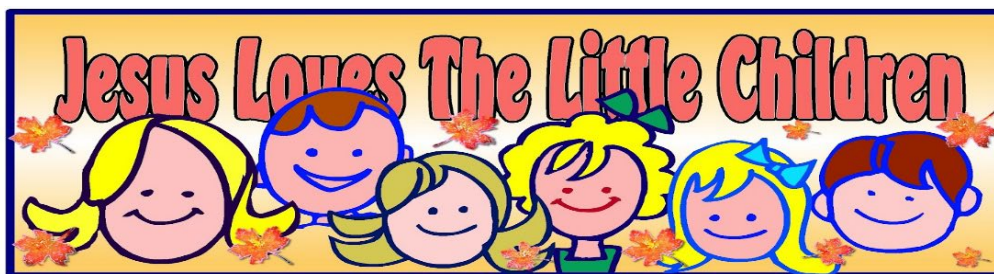
### Office Hours

8:30 AM – 2:30 PM

*Summer hours vary*

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## INTRODUCTION

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

## VISION STATEMENT AND PHILOSOPHY

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

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

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

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

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

## PROGRAM PLAN

### **Zion Lutheran Pre-Kindergarten Established in 1968 • A Ministry of Zion Lutheran Church**

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

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

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

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

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

- arrival and attendance
- discovery time, free choice materials and learning centers, such as the house corner, blocks, trucks, dramatic play, library, cooking, science, table toys, art, sand and water play, and occasional outdoor exploration
- clean-up of activities and toys
- snack time
- group experiences (small and large), language development (stories, finger plays, poems, etc.) music and rhythms, dramatics, movement, science, and unit topics
- Large-Muscle: This is a time of free choice. Equipment provided: climbers, rocking boat, balance beam, cubes, wheel toys, balls, and parachute. Classes spend 20-30 minutes daily using large muscles in our large muscle room, the gym or outside.

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

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

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

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

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

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

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

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

### **Conferences**

Conferences will be held (3) times during the school year: prior to the start of the preschool year Meet-the-Teacher (Initial) Conference, Fall Parent-Teacher Conference, and Spring Parent-Teacher Conference. Conference notes are recorded and

are kept in the student files in the preschool office. Conferences are held during regular class times (see *Calendar on back page*).

### **Outdoor Play Policy**

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

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

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

- Mid-May through August
- summer camp style
- choice of 2, 3, or 4 days a week per session
- mixed age- 3-, 4-, and 5-year-olds (not yet attended kindergarten)
- classroom max enrollment 18
- family provide shelf stable lunch daily
- providing age-appropriate experiences and materials which stimulate and develop creative thinking
- building a climate of confidence where children can learn and grow
- maintaining classroom routines eliminating some “summer slide”
- spending time outside

### **Pick-Up Policy**

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

Pre-Kindergarten Director Denise Lewandowski, who is also a qualified teacher, has reviewed this Program Plan.  
July 22, 2026

## **LICENSING STANDARDS**

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

## **ZION PRE-KINDERGARTEN STUDENTS**

Children 3 years through five 5 years of age by September 1, 2026. Class sizes do not exceed 20 students for 3-year-old and 4-year-old classes, and 24 students for 5-year-old classes. Student-to-teacher ratios are maintained, and children are supervised at all times. Children with special needs will be admitted upon agreement of the school, the child's doctor, and parents. **\*Children MUST be toilet-trained to enter Zion Pre-Kindergarten. Pull-ups are NOT acceptable. \*Children enrolled in the Young 3's Class MUST be 33 months to attend. Please check with the office on availability.**

## **NON-DISCRIMINATORY POLICY**

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

If you wish to enroll your child with special needs, a planning session will be held with Parent(s)/Guardian(s), health and/or education specialist(s), the Director, and classroom staff to develop an Individual Education Plan (IEP). The same committee

will meet annually, or as needed, to reevaluate the child's progress. If at any time the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from the program. At the same time, we will do everything in our power to refer the family to a program that will meet the child's needs. Our decision will be made in the best interest to service all children in our program.

## CLASSES

September through mid-May.

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

Mid-May through August.

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

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

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

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

## TUITION

1. Registration Fee is \$50 per student, additional siblings \$20 each. Registration Fees are **non-refundable**.
2. Tuition rates (**paid over 10 months, August -May**):

|                      |              |               |
|----------------------|--------------|---------------|
| 1-day class          | \$ 810/year  | \$81/monthly  |
| 2-days class         | \$1,390/year | \$139/monthly |
| 3-days class         | \$1,950/year | \$195/monthly |
| 2-days w/Lunch Bunch | \$2,170/year | \$217/monthly |
| 3-days w/Lunch Bunch | \$3,130/year | \$313/monthly |
| 3-days High 5's      | \$3,130/year | \$313/monthly |
| 2-Day <i>StarZ</i>   | \$2,120/year | \$212/monthly |

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

### 4. **2026-2027 Tuition Payment Options**

- **Full-Year Tuition** If Full-Year Tuition is paid in full by August 15, 2026 (or, if enrolled after August 15, 2026, and paid in full upon enrollment) receive a 3% discount, paid via check or cash (*check with the office for this option*)
- **Monthly Payments** Ten (10) monthly payments due the 1<sup>st</sup> day of each month beginning August 1, 2026, and ending May 1, 2027 (Aug-Sep-Oct-Nov-Dec-Jan-Feb-Mar-Apr-May)

Tuition may be paid with a check, cash, online (via ACH payment), or credit card (plus processing fee) in the office,

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

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

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

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

- i. Log-on to [www.zionprekanoka.org](http://www.zionprekanoka.org)
  - ii. In the upper right corner of the webpage “click” on “Pay Tuition”
  - iii. On the right side of the webpage “Log-In” to set-up payments if you have an account. To create a new account “click” on “Create Profile” and follow the onscreen instructions to create an account.
  - iv. Schedule payments to be debited from your account on the 1<sup>st</sup> of the month. If you are making a **One-Time Payment** select August 1, 2026, for the first tuition payment due August 1, 2026. If you are scheduling a **Recurring Monthly Payment** please choose August 1, 2026, start date **and** May 5, 2027, end date. (*Payment must be scheduled one (1) day in advance for it to process.*)
5. Credit card payment must be made in person in the office. Transaction fees will be assessed with payment.
  6. Monthly Tuition is due on the 1<sup>st</sup> day of each month, August through May. Tuition may be paid in full or in ten (10) equal monthly payments. You pay only for the period your child is registered. If your child begins after the school year has started, Tuition will be pro-rated.
  7. If arrangements have not been made in advance, a late fee of \$15 will be added to all payments that do not reach our office by the 1<sup>st</sup> Friday of each month. An additional \$10 will be added the second week and an additional \$10 late fee will accrue each week thereafter.
  8. Enrollment is for the full term. ***Thirty (30) days written notice is required to withdraw*** a child at the request of the parent or Zion Pre-Kindergarten. If this requirement is not met, Tuition for the next session must still be paid. You will be informed of the adjusted amount when the notice of withdrawal is received.
  9. There are no tuition reductions for holidays, illnesses, vacations, inclement weather, or other absences. Zion Pre-K will be closed on federal holidays, and there will be no tuition adjustments for these days.
  10. Tuition must be kept current to retain the child's class place at Zion Pre-Kindergarten. An overdue account may be considered cause for termination of enrollment.
  11. If you decide to take an extended leave of absence, your child's place may be held by paying 25% of the monthly Tuition fee, contingent upon whether there is a Wait List.
  12. Zion Pre-Kindergarten Federal Tax ID Number is 41-0739089.

## **TUITION ASSISTANCE / SCHOLARSHIP OPPORTUNITIES**

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

## **ENROLLMENT – 2026-2027**

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

## **ENROLLMENT FOR THE 2027-2028 SCHOOL YEAR**

Priority Registration for currently enrolled families and members of Zion Lutheran Church in Anoka for the 2026-2027 school year begins Monday, February 1, 2027. Registration for the general public begins Thursday, February 18, 2027. To attend next year's classes, currently enrolled students must re-register and remit the registration fee.

## **PRIORITY**

Children presently enrolled in Zion Pre-Kindergarten, and their siblings, will be given preference for next year's enrollment, providing their application is received by the Priority Registration date for the 2027-2028 school year.

## WAIT LIST

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

## MEDICAL FORMS

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

## STUDENT INFORMATION FORM AND PERMISSION FORM

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

## ARRIVAL & PICK-UP

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

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

Lunch Bunch & High 5's pick-up is at 2:00 PM. Dismissal from Lunch Bunch & High 5's will take place curbside. When students return to their classroom from the outside or the gym, we will have them gather their backpack and artwork, then proceed to Door 3. Parents and caregivers are asked to drive into the large parking lot from 4<sup>th</sup> Avenue, drive west up the parking lot and around to stop in front of Door 3. Please be patient until it is your turn. We will walk students to you when all cars have stopped moving and it is safe. Putting your child into the vehicle and buckling them in will be the responsibility of the parent or caregiver. Take notice, if you need to take longer, or want to meet with another parents, please use caution and pull into one of the parking spots near the east side of the parking lot.

## LATE PICK-UP

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

## ABSENCES

If your child will be absent from a class session, parents are asked to contact Zion Pre-Kindergarten prior to the start of the class session, or as soon as possible. If your child is ill, it is important to let us know via e-mail or phone.

## HEALTH REGULATIONS

1. Parents are asked to protect their child and the health of others by keeping their child home who is obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, or an infectious disease or condition (i.e., ringworm, head lice,



chicken pox, measles, mumps, pink eye). If a child has a fever over 100.4° F., he/she should not attend school until 24 hours after his/her temperature resolves without fever reducing medicines.

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

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

4. If a sibling or family member is ill, please consider keeping your child home from pre-k if they are likely to be the “next one sick” in your home.

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

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

7. Children requiring emergency medication:

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

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

- Chicken Pox – until the child is no longer infectious or until the lesions are crusted over
- COVID-19 – until fever free 24 hours, improved symptoms
- Vomiting two (2) or more times that day
- Three (3) or more abnormally loose stools that day
- Contagious Conjunctivitis or pus draining from the eye
- Bacterial infections, such as Streptococcal Pharyngitis or Impetigo (after completing 24 hours of antibiotics)
- Unexplained lethargy
- Lice, Ringworm or Scabies that is contagious and untreated
- 100.4° F. temperature, or higher
- Significant respiratory distress
- A child who cannot participate in childcare programs with reasonable comfort
- A child who requires more care than the program staff can provide without compromising the health and safety of others

## SECURITY

Children are always accompanied by an adult while at Zion Pre-Kindergarten. The main entrance (Door 1) is the only entrance open during the day. At any time, you may exit any door, and it will lock behind you. Please do not open doors or hold doors (other than Door 1) for anyone to enter the building. If there are special events scheduled at Zion Lutheran Church during the preschool day that we need to adjust our regular drop-off or pick up we will send an email.

## EMERGENCY EVACUATION

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

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

Information regarding an evacuation will be available to families of Zion Pre-Kindergarten students. This may be sent via our Facebook page, or e-mail.

## SCHOOL CLOSINGS

Only in cases of very severe weather, or hazardous road conditions, will school not be in session. Zion Pre-Kindergarten will follow the closings of Anoka-Hennepin School District 11. Listen for updates on **KARE TV 11**. Notice will also be posted on Zion Pre-Kindergarten's Facebook page and via email. If a cancellation is made, every effort will be made to update our

voicemail. No individual phone calls will be made to Zion Pre-Kindergarten families. Please check your e-mail.

## SNACKS

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

|                           |            |               |                               |
|---------------------------|------------|---------------|-------------------------------|
| fresh fruit or vegetables | popcorn    | raisins       | whole-grain cereal            |
| graham crackers           | crackers   | cheese        | cheese and fruit combinations |
| string cheese             | applesauce | canned fruits | breadsticks                   |
| bagels                    | trail mix  | dried fruit   | meat sticks                   |
| frozen juice bars         | pretzels   | yogurt        |                               |

- fruit snacks are **NOT** acceptable.

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

**Thank you for making healthy choices!**

## LUNCH

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

## SCHOOL BAG

Children should bring a school bag/backpack each class time. Please have a school bag/backpack **large** enough for a variety of size projects to go home. Often art projects, newsletters and notes will be sent home. In wintertime, the school bag may be used to carry shoes to class as well. No toys from home should be kept in backpacks.

## SCHOOL SUPPLIES

Typical school supplies will be provided for your child. Teachers may have a wish list at conferences, or via our Amazon wishlist. Frequently, we need Crayola washable markers, 3 oz. and 5 oz. Dixie cups, square white napkins, zipper plastic bags, disinfecting wipes, boxes of Kleenex, and other items, as needed. Watch for notice of items needed.



## GEAR BAG

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

## **HANDWRITING**

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

## **CLOTHING**

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

## **ART**

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

## **BIRTHDAYS**

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

## **PETS**

A variety of small pets (African water frogs, fish, gerbils, guinea pigs, or hamsters) may be found in one or all of the Pre-Kindergarten classrooms. These pets add to the science area of the class. Children are encouraged to observe the pet but are not permitted to touch them at any time.

## **SCHOOL PICTURES**

Individual and class photos will be taken during class in October. Check the calendar for your Picture Day.

## **VOLUNTEER OPPORTUNITIES**

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

## **PHYSICAL CONTACT AND NURTURING**

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

policy to inform parents of the nature and type of routine physical contact that your child will experience.

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

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

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

## **BEHAVIOR GUIDANCE METHODS**

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

- talking to the child
- redirection
- modeling expected behavior
- positive reinforcement of desirable behavior
- temporary separation/"time-out" within the classroom.

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

## **CHILD ABUSE**

Children need a safe, nurturing environment that assists them to grow, learn and feel loved by their caretakers. To grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulations, appropriate discipline, love and a feeling of importance must be met. When these needs are not met, a child cannot grow and learn as easily. Zion Pre-Kindergarten expresses a commitment to provide an environment that encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to bring your concern to the Director. You are encouraged to ask for help should you have difficulty in providing for your child's emotional or physical needs. Our staff will help you find a community resource which can help. Some 24-hour community resources, which can help you when you find that you are experiencing more stress than you can handle, include: Parents Anonymous, County Crisis Hotline, and County Child Protection. In a rare instance when we feel that your child's needs are consistently not being met, our staff will work with you to identify your child's minimal needs, as described above. Our staff is mandated by Minnesota Statutes to file a report with the County Child Protection Unit. It then becomes the role of the County Child Protection Unit to work with your family to ensure that your child's needs are being met. It is essential that you keep us informed about your child's health history, illness, injuries, etc., so our staff may be aware of your child's needs. Please make a point of informing us when your child develops a health problem, communicable disease, or is injured.

## **MALTREATMENT OF MINORS MANDATED REPORTING**

### **What to report**

Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

### **Who must report**

If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. In addition, people who are not mandated reporters may voluntarily report maltreatment.

## **Where to report**

If you know or suspect that a child is in immediate danger, call 9-1-1.

Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Children, Youth and Family, should be made to the Licensing Division's Central Intake line at 651-431-6600.

Incidents of suspected maltreatment of children occurring within a family, in the community, at a family childcare program, or in a child foster care home, should be reported to the local county social services agency at, Anoka County 763-422-7125 or local law enforcement at 763-427-1212.

## **When to report**

Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

## **Information to report**

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

## **Failure to report**

A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.

In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Child, Youth and Family as listed in Minnesota Statutes, section 245C.03.

## **Retaliation prohibited**

An employer of any mandated reporter is prohibited from retaliating against (getting back at):

- an employee for making a report in good faith; or
- a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

## **Staff training**

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

## **Provide policy to parents**

For licensed childcare centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents. *The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.*

## **Internal review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether:

- related policies and procedures were followed;

- the policies and procedures were adequate;
- there is a need for additional staff training;
- the reported event is similar to past events with the children, or the services involved; and
- there is a need for corrective action by the license holder to protect the health and safety of children in care.

### **Primary and secondary person or position to ensure reviews completed**

The internal review will be completed by Denise Lewandowski, Director Zion Pre-K. If this individual is involved in the alleged or suspected maltreatment, Pastor Connie Tiede, Lead Pastor will be responsible for completing the internal review.

### **Documentation of internal review**

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

### **Corrective action plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

## **COMMUNICATION**

To keep parents informed of the many activities at Zion Pre-Kindergarten, a monthly classroom newsletter and calendar are sent home with your child the last class day of each calendar month. The classroom calendar will also be available on our website at [www.zionprekanoka.org](http://www.zionprekanoka.org), under monthly classroom calendars.

## **PARENT / TEACHER CONFERENCES**

A Meet-the-Teacher (Initial) Conference prior to the start of the school year is held with the parent(s), child, and a program staff person. Fall Parent-Teacher Conferences are scheduled for Monday, November 23<sup>rd</sup> & Tuesday, November 24<sup>th</sup>. Spring Parent-Teacher Conferences will be Monday, April 12<sup>th</sup> & Tuesday, April 13<sup>th</sup>. Parents are notified in advance with schedule options. Other conferences may be arranged whenever desired by the teacher or parent. Parents are encouraged to set up a time with the teacher should a concern arise, rather than trying to discuss challenges when dropping-off or picking-up children. Conferences are held during school hours. Online sign-up will be sent via e-mail at least two (2) weeks in advance. Staff may be contacted through the Zion Pre-Kindergarten Office at (763)506-8181. Confidentiality concerning children and their families is strictly maintained.

## **OPEN DOOR POLICY**

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

## **GRIEVANCE POLICY**

If anyone should have a grievance about our program or one of the staff, we ask you to take the following steps to resolve the matter. First, bring the matter to the attention of the person directly involved. If that does not resolve the matter to your satisfaction, please notify the Director, Denise Lewandowski (763)506-8182. If we are still not able to resolve the matter, you may take your grievance in writing to Pastor Tiede, and she will respond to your concern in a timely manner. Pastor Connie Tiede, Lead Pastor (763)506-8142.

## **DATA PRIVACY**

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

## **INSURANCE LIABILITY**

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

## **PRE-KINDERGARTEN BOARD**

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

Board members include a Zion Pastor, the Pre-K Director, Parent Representative(s) from current pre-k enrollment, and 3 congregation at large members.

### 2026-2027 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. Please see staff bios on the Pre-K bulletin board.

### ACCIDENT PREVENTION PROCEDURES

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

### EARLY CHILDHOOD SCREENING (KINDERGARTEN SCREENING)

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



### BOX TOPS FOR EDUCATION

Zion Pre-Kindergarten participates in the General Mills Box Tops for Education Program. BOX TOPS offers a free app for download to scan receipts with BOX TOPS items purchased. The BOX TOPS app is very user-friendly. No more clipping. Information is available in the Zion Pre-Kindergarten Office. Use this QR code for easy access to the website. After setting up or logging into your account search for "Zion Lutheran Preschool and Kindergarten"



### SCHOLASTIC BOOK CLUB



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