



# ZION LUTHERAN PRESCHOOL PARENT HANDBOOK 2020-21

*"The promise is for you and your children"*  
*Acts 2:39*

Zion Lutheran Church, School and Preschool  
186 Cole Rd.  
Monroe, MI 48162

**Phone:** 734-242-1378 **Fax:** 734-242-7049

**Email:** [office@zionmonre.org](mailto:office@zionmonre.org)

**Website:** <http://www.zionmonroe.org>

**Preschool teacher:** Deanna Schneck

**Email:** [dschneck@zionmonroe.org](mailto:dschneck@zionmonroe.org)

**Preschool assistant:** Jennifer Fager

**Email:** [fagerjennifer@gmail.com](mailto:fagerjennifer@gmail.com)

**Pastor:** Ross Ulrich

**Email:** [rwulrich@zionmonroe.org](mailto:rwulrich@zionmonroe.org)

**Pastor:** Daniel Slaughter

**Email:** [dslaughter@zionmonroe.org](mailto:dslaughter@zionmonroe.org)

**Principal, 6-8 grade teacher:** Bryan Schneck

**Email:** [bschneck@zionmonroe.org](mailto:bschneck@zionmonroe.org)

**Athletic Director, 3-5 grade teacher:** Kurt Nielsen

**Email:** [knielsen@zionmonroe.org](mailto:knielsen@zionmonroe.org)

**1-2 Grade teacher:** Michelle Roth

**Email:** [mroth@zionmonroe.org](mailto:mroth@zionmonroe.org)

**Kindergarten teacher:** Stacey Sordahl

**Email:** [ssordahl@zionmonroe.org](mailto:ssordahl@zionmonroe.org)

**Table of Contents**

<b>Table of Contents</b>	<b>1-2</b>
<b>Purpose and Objectives of Zion Lutheran Preschool</b>	<b>3</b>
<b>Eligibility</b>	<b>4</b>
<b>Non-Discriminatory Policy</b>	<b>4</b>
<b>Session Schedule</b>	<b>5</b>
<b>Fees and Tuition</b>	<b>5</b>
<b>Arrival and Departure</b>	<b>6</b>
<b>Staffing</b>	<b>6</b>
<b>Attendance</b>	<b>7</b>
<b>Withdrawal Policy</b>	<b>7</b>
<b>Curriculum</b>	<b>7</b>
<b>Students with Special Needs</b>	<b>8</b>
<b>Goals for tolerance and cultural differences</b>	<b>9</b>
<b>Discipline</b>	<b>10</b>
<b>Snacks</b>	<b>11</b>

<b>Required Forms</b>	<b>11</b>
<b>Singing in Church</b>	<b>11</b>
<b>Field Trips</b>	<b>12</b>
<b>Communication</b>	<b>12</b>
<b>Emergency School Closings</b>	<b>14</b>
<b>Illness and Injury</b>	<b>14</b>
<b>Exclusion Policy</b>	<b>16</b>
<b>Emergency Drills and School Safety</b>	<b>16</b>
<b>Other Information</b>	<b>18</b>

### Purpose and Objectives of Zion Lutheran Preschool

Zion Lutheran Preschool offers a preschool program for three and four year olds. It's mission is the same as Zion Lutheran School, to assist parents in their God-given task of training their children to know Jesus as their Lord and Savior, to grow in the knowledge of God and to learn the skills necessary to carry out our role as a citizen. In our preschool, we provide ways in which your child can grow spiritually, socially, emotionally, physically and cognitively. Our curriculum is designed to give your child a variety of experiences to promote their development. Building on the base you have already created at home, we want to continue to work together with you to provide even more opportunities for your child's growth in the following areas:

- Spiritual
  - Growing in the knowledge of God, God's love for sinful humans and God's plan of salvation through Jesus taught through Jesus time in story and song.
- Social
  - Growing and developing skills such as: respect for others, sharing, turn taking, responsibility and growing independence.
- Emotional
  - Developing control and understanding of feelings, learning how to interact and respect others' feelings and learning how to express feelings.

- Physical
  - Developing fine and large motor skills, learning about our bodies' needs and capabilities, and learning about healthy living.
- Cognitive
  - Developing the areas of reading readiness math concepts, scientific inquiry, problem solving, communication, and organization through a large variety of experiences and activities.

### Eligibility

Generally, a child should have reached their third birthday by September 1st to be enrolled in Zion's preschool program. Early enrollment may be taken on a case by case basis. Due to health code regulations, each child must be toilet trained in order to attend preschool. That being said, accidents happen, and are able to be safely dealt with. A **Health Appraisal Form and Child Information Card** must be completed by the first day of entry into the program. Vaccinations must be up to date and an immunization record or notarized waiver provided.

### Non-Discriminatory Policy

Zion Lutheran School and Preschool admits students and serves families of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students at the preschool.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

### **Session Schedule**

Zion offers three or four consecutive half day programs, either morning or afternoon sessions. Our morning sessions run from 8-11am. Our afternoon sessions run from 12-3pm. A student is not to be brought more than 10 minutes prior to their scheduled session or picked up more than 15 minutes after the close of their scheduled session. The program will operate during the normal school months.

When Monday is a holiday, such as President's Day or Labor Day, students enrolled for three days per week are welcome to attend on Thursday of that week to make up their three days.

When school is canceled as a result of inclement weather or illness, preschool closes also. You will be notified of such closures through our TADS parent communication system.

### **Fees and Tuition**

Preschool Registration Fee \$40

Tuition \$180 monthly (\$1620/year)

The same rate applies for three or four day program.

### **Arrival and Departure**

As noted, students are asked to arrive no more that 10 minutes prior to the start of their session. Parents or guardians are asked to sign your child in when you arrive.

Parents or guardians are also asked to sign their child out when they depart.

For your child's safety, he/she will only be sent home with a parent, guardian or other adult whose name is listed on his/her information card. Even if we recognize the person coming to pick up your child, we will only release your child to their care if their name is listed on their form.

If an occasion arises that an adult , whose name is not listed on the form, needs to come and pick up the child, that adult must have a signed and dated form from you and provide it to the teacher. You have the option to add names to the form at any time. If someone is listed on the form whom the preschool staff has never met, we will ask that person to provide ID the first time they pick up your child.

### **Staffing**

Our staff consists of qualified people who are part of the WELS church body and who are qualified to teach in an Early Childhood Center by education or experience. All staff members, substitutes and volunteers have submitted to Michigan's Child Care Background Check process and been found eligible. We have two staff members in the room at all times when enrollment is over 7 students.

### **Attendance**

We strongly encourage regular attendance, if possible, for your child. Consistent attendance helps build routine and expectations and makes for smoother transitions each day. If your child is ill, however, please keep them home!

### **Withdrawal Policy**

You must give notice if you intend to withdraw your child from school. The written notice must be turned in to the school office and include the date your child will no longer be attending class.

### **Curriculum**

Our program is licensed by the State of Michigan and follows all requirements of the state. A typical day includes the following activities: free play time, calendar time, Jesus time, fine motor activities, large motor activities, circle time, snack time and outdoor play. Our program is based on the HighScope curriculum which encourages children to “plan their play” and then carry through on their plans. Our planning for their learning experiences is aided by Key Developmental Indicators which are areas of development that address skills and behaviors fundamental to school success. We also include a good balance of targeted instruction in math concepts and letter sounds and recognition in and with our play.

### **Students with Special Needs**

Our goals for serving students with special needs:

- To foster self respect and respect for differences by creating an accepting environment where all children feel valued.
- To follow a developmentally appropriate curriculum while being intentional about tailoring teaching to the learning styles and abilities of each child.
- To support consistent communication between parents, creating partnerships to ensure that each child’s unique needs are being met to the best of our program ability.
- To act as a resource for families with opportunities to discuss and make individual student classroom plans.
- To provide a safe environment for students to learn, play and eat by maintaining a classroom that teaches kindness, respect and personal boundaries.
- To ensure, within confidentiality rules, that staff are trained in the emotional, physical, and academic needs of each student.
- To maintain consistency in style and instruction for all staff and volunteers.

In order to ensure these goals are followed the following steps will be followed as needed:

- Communicate with parents before the school year begins about any special needs or concerns.
- As needed, refer parents to a pediatrician or specialist.

- Follow-up with parents on any needed modifications.
- Keep in contact with parents about any modifications that may need to be put into place as the year progresses.

If the needs of the student are more than can be safely handled by the preschool teacher and staff, resources for different options will be discussed and suggested and enrollment may be terminated.

### **Goals for tolerance and cultural differences**

- Our program strives to incorporate cultural experience and ethnic values into the teaching tools for each child. We do this by having good balanced materials (books, toys, wall art, cooking and art experiences, field trips, music, etc) to capture interest and curiosity.
- We work to promote a cooperative climate where children are encouraged and empowered to solve conflicts by communicating one on one and with a group.
- We try to work closely with our families to learn personal perspectives and find out more about the cultural background that each child brings to the program.
- We encourage safe play and friendships to promote self-respect and respect for others.
- We work to ensure staff and volunteers are sensitive to cultural differences while at the same time maintaining the core values of our school, church and preschool.

### **Discipline**

Discipline is the process of learning self-control, respect for others and demonstrating love for our Savior. We expect our students to:

1. Do their best for God
2. Love one another
3. Be respectful
4. Be safe

To help your child learn how to exhibit acceptable behavior, teachers assist students in the conflict resolution process. The conflict resolution process encourages children to actively work to resolve their own problems with an adult's assistance.

For some incidents, your child will be given a warning. If the behavior persists, redirection to other activities or playmates may occur. The resolution may continue to be worked on after a cooling off period.

If your child kicks, hits or bites, removal from the activity may be warranted for the safety of your child and others. You will be informed if your child had to be removed.

In accordance with state licensing rules, discipline will never include: any form of corporal punishment, restricting a child's movement by binding or tying him or her, inflicting mental or emotional punishment, depriving a child of snacks, toilet use, or confining a child in an enclosed area.

### **Snacks**

Each student should bring a snack and drink to school each day. Ideas for healthy snacks are granola bars, fruits or veggies, jerky, yogurt, cottage cheese, chunks of cheese, baggies of cereal, crackers, milk, water or 100% juice. We do not have a refrigerator in our room, so if you have a snack that needs to be chilled, I suggest enclosing a cold pak.

Snacks will be provided should any child forget theirs.

Birthday treats are encouraged, and can be non-food also. Parents will be notified if there are allergies to be concerned with.

### **Required Forms**

Due to Michigan's state licensing policies, **your child needs to have these forms completely filled out before he or she can attend the first day of school:**

- Health Appraisal Form- signed by a doctor, including up-to-date immunization and a physical completed within the last 12 months.
- Statement of Child's Health
- Child Information Card

### **Singing in Church**

Preschoolers take part in our school's Christmas program. They work hard to learn a song and Bible Verse. We strongly encourage their attendance along with family and friends.

Preschoolers also may take part in a drama production in the spring and a short program for the preschool graduations.

Parents will be notified of dates at the beginning of the school year.

### **Field Trips**

During the school year, the preschoolers will have opportunities to take field trips that correspond to a classroom theme or a season of the year. These trips provide for hands-on experiences for the preschoolers. Due to the fact that we are not licensed to transport preschoolers, Zion preschool employees are not allowed to drive any students to the events. Parents or guardians are responsible to find transportation and supervision for your child at these events. On the days that there is a scheduled field trip, there will be no regular preschool that day.

A schedule of field trips and in-house activities will be made available to parents and guardians at the beginning of the school year.

### **Communication**

Parents and teachers need to communicate effectively in order to provide the best education for your child. We have several opportunities to maintain a strong line of open communication.

- Home visits- the director is available for home or park picnic visits at the beginning of each year if you desire, to discuss the upcoming year and address any concerns you or your child may have.

- Before and After school- you are welcome to talk with the teacher before school (for the AM session) and after school (for the PM session) if you have any quick concerns.
- Parent/Teacher Conferences- the teacher will meet individually with parents at the end of the 1st and 3rd quarters to discuss progress and future goals.
- Weekly blog- The director publishes a weekly blog for the preschool to let you know what is going on at preschool each week and reminders of upcoming events like field trips and special days. Each week the director will email a link to that week's blog at: <http://www.zionlutheranpreschool.blogspot.com>.
- Special conferences- you are welcomed and encouraged to set up a special meeting if you have concerns at anytime during the school year. The director can be contacted via email at [dschneck@zionmonroe.org](mailto:dschneck@zionmonroe.org) or call or text at 907-230-6715.
- Zion School Note- a newsletter is sent home each week notifying school families about activities that are taking place in the elementary school which preschoolers are also invited to attend, as well as general information about sporting events or schedule changes.

Occasionally, the teachers will need to inform whoever picks your child up at the end of a session of your child's behavior or other pertinent information. If you prefer that we only share this information with you, please let us know.

### **Emergency School Closures**

In the event of an emergency school closure because of weather, you will be notified through email, text or phone call, through the TADs communication system. Because Zion does not use buses, there may be occasions when we remain open, like fog late starts or closures. Please use your discretion as to whether it is safe for you to travel.

If there are shut downs because of illness, Zion will notify you of alternative plans for instruction.

### **Illness and Injury**

If a child becomes ill or injured at school, every effort will be made to contact the parents or their representatives immediately with the information given on the Child Information Card. Please make every effort to keep phone numbers up to date. If a child has an emergency situation, we ask to be authorized to seek emergency medical treatment by signing off on the bottom of the Child Information Card.

In the event of an allergies, please provide the teacher with a written notice of all known allergies your child has. If you need to leave an epi-pen with the teacher, you will be asked to fill out a permission slip with instructions. Our preschool staff is CPR and First Aid certified and is trained in the use of epi-pens.

In order to promote a safe and healthy school environment, please do not send your sick child to preschool. Your child should stay home if he or she is contagious or unable to concentrate sufficiently for learning.

To help reduce the spread of illness to other students and staff, please keep your child home for the following reasons:

- **Fever-** Your child should be fever free (without being medicated) for 24 hours before returning to school.
- **Rash-** Check with a doctor before bringing your child to school with a rash.
- **Vomiting-** Your child may return to school after he/she has not thrown up for 24 hours and is back on a regular diet.
- **Diarrhea-** A child who has had more than one loose stool in 24 hours should stay home. He or she may return to school after being diarrhea free for 24 hours.
- **Cough/Cold-** If your child has a severe or frequent cough and a runny nose, he/she may benefit from more rest and fluids at home.
- **Lice-** If your child has lice, please notify the school immediately. Students may return to school after treatment has been completed and inspection has been done by school personnel.
- **Doctor Recommendation-** If your child has been prescribed an antibiotic, check with the doctor to see if the child needs to be on medication 24 hours prior to returning to school.

If your child will be absent from class for any reason, please contact the teacher or the school office at 734-242-1378.

### **Exclusion Policy**

Staff, children and volunteers will be excluded from preschool due to illnesses and communicable diseases.

A communicable disease such as strep throat, pink eye, influenza, hand, foot and mouth disease or COVID-19, must be reported to the school. The child may return to the program at the recommendation of the doctor or local health agency. We will notify you in the event your child has been exposed to a communicable disease at school. We will also notify if there is an outbreak of infection such as lice.

If your child has a vaccination waiver and they have been exposed to a communicable disease, they will not be allowed back in the classroom for 21 days. If your child has a fever, they may not return to school until the fever has been broken for 24 hours without taking any fever reducing medications.

### **Emergency Drills and Safety Management**

Our faculty will use their best judgement based on the circumstances to take reasonably necessary steps to ensure your child's safety at all times. If an emergency arises, the secretary or teacher will call a parent or someone designated by the parent. Therefore, the school will need a phone number of a person who will assume the care and responsibility of your child. Emergency contacts are made out on TADs during registration and enrollment. Contact the school secretary with any changes or additions that need to be made during the school year.

Any parent wishing to enter or pick up their child during the day, not at regular pick up time, will need to ring the doorbell to be let into the building.

Our school follows reporting requirements and other regulations as set forth by state and federal law, such as water testing, lead inspection, fire inspection, etc.

We practice the following drills in case of an emergency-

**Fire Drills-** Students are instructed how and where to leave the building in the event of a fire. These drills are practiced in different areas of the building and students are shown where to line up at our rendezvous point.

**Tornado Drills-** Students are instructed how to go down the hallway and where to take shelter in the event of a tornado warning.

**Intruder Drills-** Students are instructed on the proper procedure to follow in the event of an intruder in the building.

**Man-Made Disaster-** Students are instructed on the proper procedure to follow in the event of a man-made disaster and how to evacuate the building, if necessary.

**Evacuation/Relocation Site-** In the event that our building is damaged or unable to be returned to after an evacuation, students will be taken to the Monroe Public Schools Administration Building for shelter. Parents will be notified and this is where children can be picked up.

### **Other Information**

- **Supplies-** A supply list will be distributed before the start of each school year.
- **Chapel-** The AM class will join the rest of the students in chapel on Wednesdays for three out of four weeks in a month. The PM class will join the rest of the students in chapel once each month. You will be notified if it is chapel week.
- **Show and Tell-** A monthly calendar will be sent home showing the schedule of show and tell days. On your child's show and tell day, they can bring an item from home to share and tell about. They will also be the "helper" for that day, feeding our classroom pet, helping with calendar and holding the flag for the pledge.
- **Medications-** Due to the fact that our preschool is only scheduled for a few hours a day, we generally will not administer medication to a child. If it is something that needs to be done, you will be asked to fill out a form for the state that allows us to and instructs us how to.
- **Clothing-** Children should wear comfortable play clothes suitable for indoor and outdoor activities. Please label all hats, mittens, jackets, boots, etc. with your child's name. We try to use washable art mediums, but stains do occur.

- **Outdoor play-** The children will be given outdoor play time every day. We stay indoors only if it is pouring rain or if the temperature is too cold. Please make sure your child has appropriate clothing for the weather. It is better to send extra than not enough, as you can always take off what you don't need, but you can't put on what you don't have! Outdoor play is a very important component of our preschool program.
- **Book Orders-** During the school year, you will have several opportunities to purchase inexpensive, age-appropriate books for your child through Scholastic Book Clubs. The flyers will be sent home monthly.