



ZION LUTHERAN
PRESCHOOL

"Growing Children of God"

Director & Lead Teacher: **Kim Timm**
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Welcome to Preschool

from Pastor Peters

Zion Lutheran
PETOSKEY, MICHIGAN
Growing Children of God



Our congregation believes strongly in sharing the love of God with His children – young and old. Jesus said, “*Let the little children come to me...*” (*Matthew 19*), and for all the years that our Preschool has operated, the presence of His little ones among us has brought a joy that I imagine Jesus expressing as he embraced those kiddos some 2000 years ago. Our teachers and congregation are so glad to serve you and your children, and yet it works both ways; you provide for us a wonderful sense of purpose and an added blessing to the ministries of Zion.

My personal goal as Pastor of the Church as well as the Preschool, is to help and assist our wonderful teaching staff and volunteers, and provide whatever positive and Godly support that I can for you and your little ones. Even for those who may never become ‘official members’ of Zion, it is my pleasure to pray for, walk alongside, teach Bible stories, play games with, and get to know you and your children. We want to be part of your kids’ knowing Jesus, and we’re pleased that you’re here as our brothers and sisters in His love and grace.

So, on behalf of the members and staff of Zion Lutheran Church, I would like to say, “Welcome to the Family!” If there is ever anything I can help with, offer prayers for, or answer questions about, please let me know... my office is right upstairs and I’m glad to make time for you.

- ***Pastor Matthew Peters***



Preschool Philosophy

The purpose of our preschool is to provide a Christ-centered environment in which your child is valued and respected as an individual. Zion Lutheran Preschool strives to meet the developmental needs of children. Each child will have the opportunity to be exposed to a variety of learning experiences.

The early years of a child's life are the formative years when a child's development and learning potential are at their greatest. Children in their beginning years are full of wonder and excitement and are enthusiastic about all aspects of learning. Play is an important component of our program. Activities are planned to meet the spiritual, social, emotional, cognitive, and physical development of the children.

It is our goal that your child will have a positive preschool experience and will grow in their relationship with God.

Eligibility

All children, whether members or non-members of Zion, are eligible and welcome to attend our preschool. Zion Lutheran Preschool does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its education policies, admission policies, and all preschool administered activities.

Children who have reached their third birthday by September 1, and are completely toilet trained, are eligible for enrollment.

Registration

Registration forms are available at the preschool or on our website. To properly register, complete and return the registration form along with the registration fee of \$25 and snack fee of \$25.

The registration fee is due at the time of registration to ensure your child's placement in the program. This fee is non-refundable, unless we are unable to provide an opening for your child. Registration fees are used to pay for materials, instructional aids, classroom equipment, and supplies. Snack fees are used to provide a daily snack for your child.

Admission Policies

The following forms must be on file before the first day of school in order for a student to be admitted to the program.

| | |
|--|------------------------------------|
| Health Appraisal Form | Emergency Information Card |
| Record of Immunizations or Waiver Form | Photo Permission Form |
| Receipt of Handbook Form | Notification of Licensing Handbook |



Tuition

Tuition is figured on a yearly basis and divided into nine equal payments. These payments are due on the first week of each month. Zion Lutheran Church members will receive a 10% discount on tuition.

| | |
|-------------------|-----------------|
| Full day session | \$700 per month |
| M-F ½ day session | \$350 per month |
| MWF ½ day session | \$210 per month |

**** A 10% discount on total tuition is given when two or more children from the same family are enrolled at the same time.**

Tuition continued

Payments may be given to the child's teacher or mailed to: **Zion Lutheran Preschool, 500 W. Mitchell Street, Petoskey, MI 49770**. Checks are to be made payable to **Zion Lutheran Preschool**. Online credit card payment is available through the church website.

Tuition payments are due the **first of each month**. **If a payment is not received by the 10th of each month, a late charge of \$15.00 will be made to your account**. If an account becomes more than two months overdue, the child may not be allowed to attend school until the past due payments are received. If anyone has difficulty paying the tuition due to unexpected circumstances, please talk with the Director so that a solution can be worked out.

All payments must be paid in full two weeks before the close of school. Unless you pay cash, your check will be your receipt. There will also be a \$25.00 charge for any returned checks.

There may be additional fees for field trips. You will be notified in advance of each trip if there is a fee involved. If this fee is a financial burden for your family, let the Director know and the preschool can assist you.

If your child will be absent due to an extended vacation, there may be a fee to hold your child's spot in class. These fees are determined based on enrollment numbers and on a case by case situation. Please contact the Director and the Board will discuss the fee payment option.



Daily Schedule

Arrival/tabletop activities and free play

Circle time (sharing time/calendar/music/story/phonics)

Center activities/skill work/art

Gym play (gross motor activity)

Clean up

Snack

Gym play or outside play (gross motor activity)

Get ready to go home

*Full day students will have lunch, rest, and free play activities in the afternoon.

*Bible Story time with Pastor occurs once a week

Teacher Qualifications

We believe the standards we have set for our teachers will ensure that your child is receiving a quality education. All of our teachers have a degree in Education and/or experience in Early Childhood Education. In addition, our entire preschool teaching staff has CPR certification, first aid training, and training in administering the Heimlich Maneuver. Teachers continue their education by attending appropriate workshops to remain current with techniques and philosophies.

Curriculum

Our curriculum is based on a developmental approach. We will teach what is developmentally appropriate for each child according to his or her age and skill level. The word of God is an integral part of our learning. The children will learn about the great love our Savior has for us and the wonders of His creation through Bible stories, prayers, songs, and stories.

Play

Children learn through play. Play is a child's work. Play is fun! Through play, children can explore and learn about their environment. Play is also a way for children to develop social relationships. We will provide a variety of materials which allow the children to be creative, imaginative, and adventuresome in the classroom, playroom, and outside.

Language

Language skills involve much more than just learning the alphabet, letters, and sounds. Our language curriculum will focus on mastery of pre-reading skills – skills needed for successful reading. Some of these skills include auditory discrimination, perceptual development, language development, sequencing, visual motor development, left-right progression, and many more. We will use many manipulatives and activities to help children master these skills. We also use the Zoo Phonics curriculum to teach letter sounds and recognition.

Math

Pre-math skills are closely related to pre-reading skills. Besides learning to recognize the number names and learning how to count, it also includes learning shapes, sequencing and order, learning about sets and groups, one to one correspondence and problem solving. To help develop these skills, the children will be exposed to a variety of objects, materials, and manipulatives to experiment with and learn from.

Curriculum continued

Science

Our science curriculum will be based on the child's environment beginning with the child's viewpoint. We will be exploring some of the basic principles of science as we learn more about God's created world around us – our senses, the seasons, the earth, animals, good nutrition and health. The children will learn to be descriptive, to observe, classify, and solve problems.

Physical Education

A well-rounded education also includes a varied physical education program. Using their large motor skills, children will have the opportunity to enjoy balancing, climbing, jumping, running, hopping, dancing...all hard work but fun!

Music

Music is an integral part of our curriculum. Music is expressive and fun. The children will enjoy making music and listening to music and songs. Music will be integrated throughout the curriculum.

Art

Art is an individual expression of each child. Your child's artwork is something of which they are very proud. We encourage the children to do things by themselves. This enables them to do their best without fear of criticism. The children will be exposed to many different types of art media throughout the year.

Learning Centers

A learning center is an area for children to work on a specific subject matter or skill. We have various learning centers in the classroom – math, language, art, music, science, blocks, and dramatic play areas. Each center has a variety of activities and skills that the children can work on independently.



Discipline Policy

At Zion Lutheran Preschool we strive for self-discipline. Staff will model positive Christian behavior and be consistent. Children thrive in a safe, secure, predictable environment. Staff will respect the children, treat them as individuals, and set clear limits for the children. Above all, staff will encourage kindness and helpfulness in the children. Children will not be allowed to hit or hurt others.

Children will be encouraged to make decisions. Limits will be set positively using techniques such as redirection, active listening, offering choices, and problem solving.

Children who seem overwhelmed or frustrated will be given a quiet time to regroup. Staff is prohibited from using any form of corporal punishment.

The following is required by Michigan law, effective July 1, 2000:

“R 400I.510.7 Discipline

Rule 1107

- (1) Staff shall use developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation.
- (2) All of the following means of punishment are prohibited: (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. (b) Placing any substances in a child’s mouth, including but not limited to, soap, hot sauce, or vinegar. (c) Restricting a child’s movement by binding or tying him or her. (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. (e) Depriving a child of meals, snacks, rest, or necessary toilet use. (f) Excluding a child from outdoor play or other gross motor activities. (g) Excluding a child from daily learning experiences.

- (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure. (i) Time out must not be used for children under 3 years of age.
- (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonable necessary, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.
- (4) A center shall have a written policy regarding the discipline of children. This policy shall be furnished to staff and parents."

Withdrawal Policy

It is our goal to provide a safe and secure learning environment for all children. Each individual child has the right to learn and the teachers have a right to teach. If a child keeps other children from learning or the teacher from teaching, the school board has the right to request the removal of that child. If your child is not ready for group experiences, or if their needs are not best met in the group setting, we may request the removal of the child in a confidential conference with you. We do not believe that the child should remain in school unless they receive some benefit from the program. The director, teacher, and president of the board will meet with the child's parents to explain the reasons for this decision. This decision will be made with the child's best interest at heart.

Below are the steps that will be taken when a child exhibits challenging behavior:

1. His/her teacher will contact the parents and set up a time to meet with them to discuss the child's behavior.
2. If the behavior does not improve, the teacher will set up a behavior plan to help the child improve his/her negative behavior.
3. If the challenging behavior continues to interfere with the learning of the other students and takes away the teacher's ability to teach, the child will be asked to leave the program.

Parents wishing to discontinue sending their child to the school must notify the director in order to stop tuition and to pay any outstanding balance due. We request a two-week notice in writing if you plan to withdraw your child from the program. If a parent gives a two-week notice in writing, any credit in tuition will be refunded.

School Policies and Information

Arrival and Dismissal

School begins promptly at the designated time for each class. For your child's safety, please bring him/her to the classroom using the Preschool entrance. Children will be dismissed at the designated time. Please pick up your child **promptly**. Your child will be eager to see you and share all of the activities of the day, please try to refrain from using your cell phone during pick up times. Chronic tardiness at pick-up time may result in a fine. Should you be unexpectedly delayed, please call us to let us know and to ease any worries your child may have. Children will be released to **authorized persons only**.

Attendance

We encourage your child to attend school regularly. Too much absenteeism disrupts the routine and continuity that makes your child feel comfortable at school. Arriving late sometimes makes a child hesitant to join in, so try to be on time. **If your child is going to be absent, please call the preschool or text your child's teacher.**

Health

Your child's good health is important to us. Each child must have the appropriate health forms on file, including those that prove immunizations are up to date. **This form must be filled out by the first day of school.** Children do their best when they are feeling their best. We ask that you keep your child home if they are not feeling well. Children who have had a fever, vomiting, or diarrhea within the last 24 hours should not be brought to school. Should your child become ill while in school, we will contact you and ask you to pick up your child. Children who are feeling ill will be separated from the other children, while still being supervised by staff. Any items an ill child uses will be properly sanitized before others use it again.

If the school becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, parents shall be notified of the disease their child was exposed to, the symptoms of the disease, as well as, prevention measures as recommended by the US CDC.

Currently COVID-19 procedures are to follow local Health Department guidelines and parents will be notified of changes in procedure. If your child or a member of your family tests positive for COVID-19, please follow the guidelines you were given from the local Health Department and contact the school.

Medication

The Preschool will administer **prescription** medications if needed according to the following rules set forth in the State Licensing Rules. (Rule 8152)

- (1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.
- (2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
- (3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.
- (4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- (5) A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- (6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
- (7) A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- (8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.
- (9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.



Accident/Injury/Incident

Notification will occur at pick up time for minor injuries. Incidents such as a minor scrape on the knee may only require staff to apply first aid, complete the incident report, and notify the parent at pick up verbally or by providing a written injury report. This report will be kept on file.

Notification will occur immediately via telephone call to parent for serious injuries/accidents. If unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, unconscious child, fever, vomiting, incidents involving lost child, physical discipline of a child by a staff member, alleged sexual contact between children to between a child and staff/ volunteer...etc.

Transportation

Transportation of the child to and from school is the responsibility of the parents. If your child is to ride home with someone other than his or her parent or regular car pool, we must have a note signed by his or her parent stating this fact.

School Closings

Please monitor local news outlets (radio, website, TV) for an official school closing announcement in case of inclement weather. On bad weather days, we will close when the Public Schools of Petoskey close. If the Public Schools of Petoskey have a morning delay, there will be NO MORNING PRESCHOOL CLASSES.

Clothing

We prefer that children wear comfortable and washable play clothes that they can easily manage by themselves in the restroom. Tennis shoes are best for indoor and outdoor play. Please dress your child according to the weather. If boots are worn to school on snowy days, please include a pair of shoes they can change into.

Snacks/Lunch

The Preschool will purchase snack for the students each day. We are asking parents to provide \$25 each to cover the cost of snacks. We will purchase items we would give our own families. Some options include:

| | | |
|-------------------|------------------|--------------|
| cheese chunks | fresh vegetables | pretzels |
| fresh/dried fruit | cereal mixes | granola bars |
| crackers | mini sandwiches | muffins |

If this a financial burden for your family, your child will still receive snack. We will not withhold snacks from the children for any reason.

Full day students must bring their own lunch from home. The Preschool will not provide lunch for the students.



Birthdays

Birthdays are special. If your child would like to bring a special treat that day, they are welcome to do so.

Parent Involvement

Volunteers

Volunteers are welcome to help in the classroom art activities, cooking projects, play time, working with the children one-on-one or in small groups. We appreciate a parent's willingness to be involved and look forward to your assistance. Please fill out appropriate background check forms before volunteering.

Supervised Volunteers: All volunteers, including child care parents, who have not completed and passed a comprehensive background check with the Department of Child Care Licensing, will never have unsupervised contact with children in care, other than their own. These volunteers will be directly supervised by a Zion Lutheran Preschool staff member at all times.

Unsupervised volunteers: All unsupervised volunteers including child care parents and preschool staff, must complete and pass a comprehensive background check with the Department of Child Care Licensing, before having unsupervised contact with children in care, other than their own.

All supervised volunteers in the preschool shall receive a Public Sex Offender Registry clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the preschool. A written statement must be signed and dated by volunteers before volunteering, indicating that the individual is aware that abuse and neglect of children is against the law, the individual has been informed of the preschool's policies on child abuse and neglect, and the individual knows that all volunteers are required by law to immediately report suspected abuse or neglect to Children's Protective Services.

Celebrations

Parties are a fun way to celebrate. During the year we will celebrate the following special days: Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are encouraged to volunteer in some way to help each celebration be a successful one.

Field Trips

During the year, children will have the opportunity to visit their community and go on field trips. Parents will be notified of the destination, departure, arrival times and transportation arrangements. Parents will need to sign a permission form for each planned field trip. Teachers or parents driving will have a current driving license and have their driving record checked with the State of Michigan.



Parent-Teacher Communication

Communication between school and home is vital to a successful school year. Teachers will keep in touch with regular newsletters, emails, Remind messages, personal text messages, and monthly calendars. Individualized assessments will be given in the spring. Drop-off and pick-up times are also great opportunities to communicate with teachers. Parents are welcome to visit the classroom anytime, although it is helpful to let the teacher know when you plan to visit. For many children the presence of a parent, even if not their own, may cause problems (crying, feeling homesick, etc.). For this reason, we ask that parents' visitations not be made until the children have settled into a regular school routine. If you should ever have a problem or concern, please feel free to contact the teacher or a preschool board member. We want to work together with you to best meet the needs of the children.

Licensing Notebook Availability

The Preschool does not keep a physical Licensing Notebook at the Preschool, but internet is available onsite. Reports from the last three years are available at www.michigan.go/michildcare.



Current Zion Preschool Board Members

President: Rachel Erickson

Vice President:

Treasurer: Missy McAuliff

Secretary:

Pastor Matt Peters

Family Life Director: Brian Horning

Preschool Director: Kim Timm

Classroom Lead Teacher: Meghan Peters

Schedule of Operation

Zion Lutheran Preschool mostly follows the Petoskey Public Schools Calendar. See below for the 2022-2023 school year calendar of days the preschool is closed. The first day of school will be September 8.

September 16: Teacher work day

October 21: Teacher work day

November 1: Professional Development Day

November 18: Teacher work day

November 23-25: Thanksgiving Break

December 16: Teacher work day

December 23 – January 2: Christmas Break

January 20: Teacher work day

February 17-20: Mid-Winter Break

March 17: Teacher work day

March 24-April 3: Spring Break

April 21: Teacher work day

May 22 – 25: Memorial Day