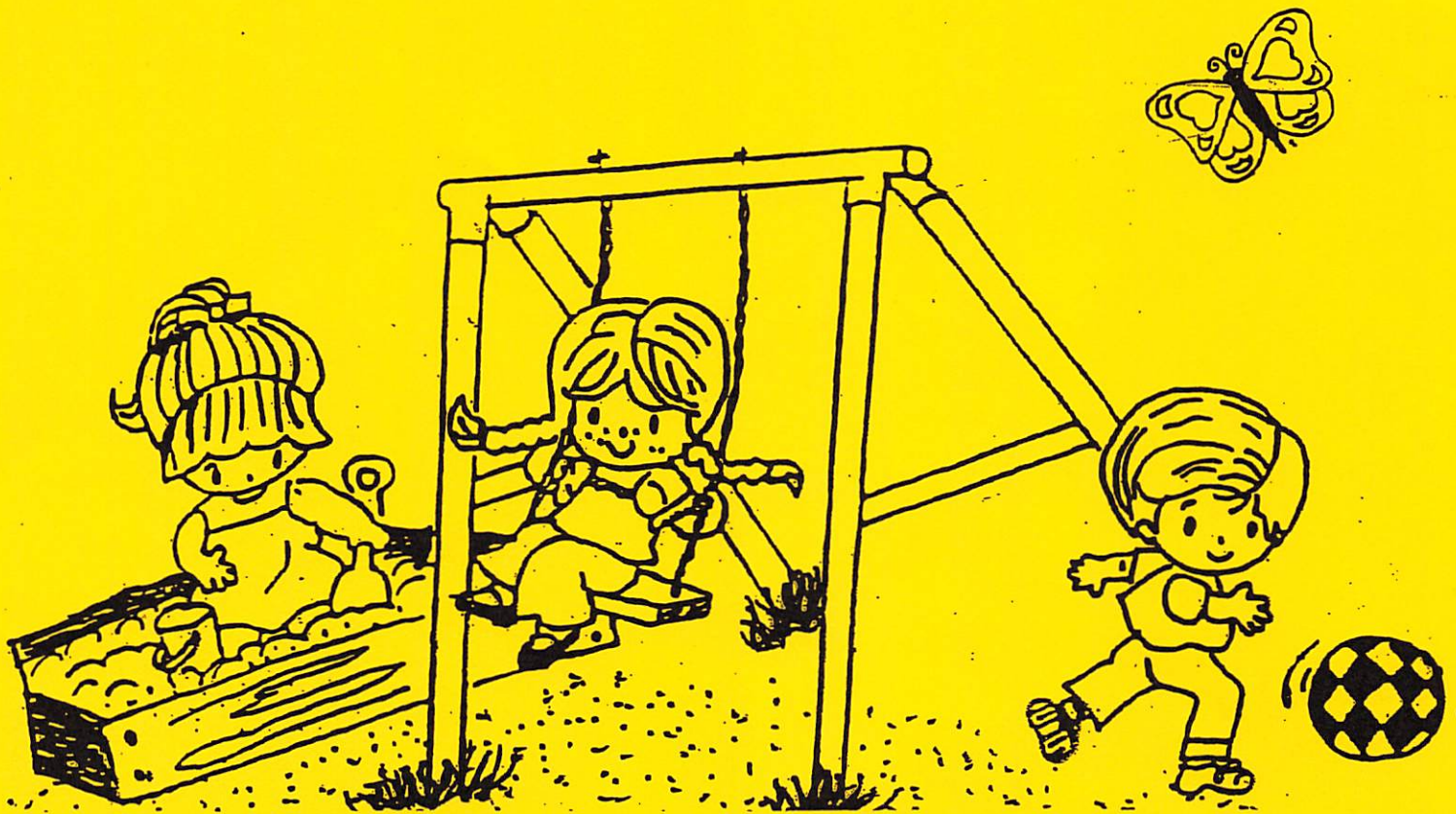


Mission Viejo Christian Preschool



2021-2022

Parent Manual

27192 Jeronimo Road

Mission Viejo, CA 92692

www.mvchristianpreschool.org

949-465-1952

Dear Parents,

In order to comply with licensing requirements, we need to have a signed admission agreement from each family attending our school. Please read your manual carefully and return the admission agreement by the first day of school.

If at any time any of the conditions should change, you will receive a notice of any such revisions at least 30 calendar days prior to the change.

In addition, we wish to inform you that under section 80044 of the General Licensing Requirements:

- **The department or licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent.**
- **The licensee shall make provisions for private interviews with any clients, including children, or any staff member; and for the examination of all records relating to the operation of the facility.**
- **The Department or licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the client.**

Thank you for your cooperation in allowing us to comply with any and all regulations that affect our facility.

Sincerely,

**Crystal Miro
Principal**

Mission Viejo Christian Preschool

Health and Safety Procedures

School Year 2021-2022

General Procedures:

- .. Children and Staff must be fever free for 48 hours to attend school
- .. Children and Staff will have temperature checks every day at a designated check in area
- .. Staff will take your child, from check in, to their designated classroom and wash their hands
- .. Parents will not be permitted in the classrooms. In an unusual situation, parents must have a temperature check and wear a face covering to enter the classroom
- .. At pick up, staff will bring your child to the designated pick up area
- .. Masks are optional for students and mandatory for staff
- .. Class size is around 12-14 students with a teacher and aide
- .. After 3:30, all students will be on the playground or divided into smaller groups in classrooms
- .. Water will be provided in paper cups (no drinking fountain)
- .. Snack will be provided
- .. Any one showing symptoms of any illness or a fever will be isolated and must be immediately picked up from school immediately

Hand Washing Procedures:

- .. Hand washing will be monitored and scheduled before and after all transitions
- .. Wash hands when leaving or entering classroom or playground
- .. Wash hands before and after snack or lunch
- .. Wash hands after bathroom use

Staff Cleaning Procedures:

- .. Wash and sanitize tables and chairs after use
- .. Sanitize door handles and other common surfaces hourly
- .. Sanitize toilets, toilet handles and sinks after use
- .. Sanitize toys after use
- .. Staff will wear gloves to serve snack or lunch

***Covid-19 procedures are subject to change based on current Covid-19 protocols.**

Mission Viejo Christian Preschool Curriculum 2021-2022

Aug.	30	Getting Acquainted
Sept.	6	Me & My Family
	13	The Shape Of Things
	20	God's Colorful World
	27	My Five Senses
Oct.	4	Let's Be Healthy
	11	Down On The Farm
	18	Jump Into Fall
	25	Harvest Time Is Here
Nov.	1	Transportation
	8	Let's Give Thanks
	15	Be Thankful
	22	School Closed - Thanksgiving
	29	Christmas Countdown
Dec.	6	He's The Reason For The Season
	13	Happy Birthday Jesus!!
Dec.	20 - 31	School Closed - Christmas Break
Jan.	3	Walking In A Winter Wonderland
	10	Reviewing Skills
	17	Exploring God's Universe
	24	Community Helpers
	31	Will You Be My Valentine
Feb.	7	Jesus Loves Me
	14	Friends From Other Lands
	21	What's The Weather Forecast
	28	Storybook Friends
Mar.	7	Digging For Dinosaurs
	14	Dynamite Dads
	21	Bible Friends
	28	He is Risen!!
Apr.	4	Easter is a time of JOY!!
	11	School Closed - Spring Break
	18	Jesus Gives Us New Life
	25	Creepy Crawlies
May	2	Marvelous Moms
	9	Put Me In The Zoo
	16	Under The Sea
	23	Teacher Choice
May	30	A Time To Say Goodbye
June	2	Last Day Of School

WELCOME

The Mission Viejo Christian Preschool Staff welcomes you! Thank you for entrusting your child to our care. We are happy that you have chosen our school, and are looking forward to an exciting school year together.

OUR PHILOSOPHY

The goal of the school is to provide a loving and happy Christian environment in which each child is respected and accepted as a very special individual. There will be the type of varied experiences provided for each child that will allow him to develop an interest and curiosity for learning, promote a feeling of success and security, and develop a sense of creativity and responsibility. It is our goal that each child will gain confidence, self-respect, and love for God, family and country.

ADMISSION

Our school is open to any child who is three to six years of age, or who will be three by December 2, 2021. All state required forms are needed prior to attendance, including a physicians report. Each child is accepted on a two-week trial basis, during which time the Principal and staff will determine whether the Preschool experience is in his or her best interest at this time.

ADMISSION AGREEMENT

Please sign and return your admission agreement and photo release no later than September 3

PRESCHOOL HOURS

8:45 A.M.- 11:45 A.M.	Morning half-day session
8:45 A.M.- 1:00 P.M.	Morning plus lunch session
8:45 A.M.- 3:30 P.M.	Extended Session
7:30 A.M.- 6:00 P.M.	Full Day Session

ABSENCES

If your child is going to be absent from school for any reason, please notify the school before 8:30 a.m., if possible - 465-1952

ARRIVAL

The school will be open at 7:30 a.m. for Day Care Children. Morning children should begin arriving between 8:45 and 9:00 a.m. ***MVCP is not a drop-in day care center and children should arrive no later than 9:00.*** It is unsettling for the child who comes in late, and late arrival also disrupts the classroom. All children must be brought inside the school. Parents may not leave until they have signed in their child and the child has been received by a staff member. Tardiness is discouraged. Please make arrangements with the Principal or teacher if your schedule requires you to bring your child in after school has begun. Please make arrangements with the Principal if you need to bring your child earlier than 8:45 A.M. (in which case there is an early fee)

DEPARTURE

All classes will conclude by 11:45 A.M., and morning only children should be picked up at this time. Please be prompt. Children who stay through lunch, should be picked up at 1:00 P.M. Children who are not picked up at 1:00 will be put down for a nap and the nap charge will apply. Day Care children should be picked up by 6:00 P.M. A child may not leave the building until he or she has been signed out. No child will be released to a person not authorized by a parent to pick up. We must have written authorization for changes in this regard.

LATE PICK-UP POLICY

In an effort to provide your children with a positive, consistent experience, we have tried to have our day care staff consist of teachers who are here all day and do not come in simply for day care. The staff who work with the children in the afternoon are well trained professionals. We are pleased to be able to provide this quality staffing for our children who stay all day. We expect and appreciate our day care families' cooperation in assuring that the children are picked up on time.

If you know that you will be unable to pick up your child by 6:00 P.M., (that is the latest acceptable pick-up time), we would appreciate you making arrangements to have a friend, neighbor or relative pick up your child. Of course, we are aware that emergency situations do occur and are happy to help out under those circumstances. We do appreciate a call if you absolutely must be past regular pick up time. This allows us to prepare for the situation and to reassure the child who may become anxious if Mom or Dad is late.

Late pick up charge of \$2.00 per MINUTE will be assessed after 6:00 p.m.

DAY CARE CHILDREN

Children who stay through lunch or nap will need the following items:

1. Lunch - Lunch boxes should be a small square/rectangular shape with the child's name clearly marked on TOP of the lunch box. All lunches should be nutritious and "ready to eat" as a microwave is not available to heat lunches. The school provides drinks each day. Please do not send candy or drinks.

2. Small blanket and a fitted crib-sized sheet in a SMALL CHILD SIZE ZIPPERED BACKPACK OR BAG, with the child's name on it . *Space does not allow for suitcase type bags or bags with wheels or pull handles.* Small stuffed animals or a small pillow are allowed, but must fit inside the backpack. All items needed for nap must be left in the nap bag and not taken home each day.

3. An extra set of clothes, to leave at the Preschool. (Pants, underpants, shirt and socks.) Please label all items and place inside the backpack.

*Regarding potty training: potty trained means regular underwear (NO pull-ups). The child must be able to tell us when he/she needs to go and be able to take care of his/her own clothing. Occasional accidents are not unusual in the early weeks of school. However, due to our licensing, any child having 3 or more accidents within any three week period will be considered not potty trained and will be unable to attend preschool this school year.

HEALTH

Please check your child for signs of illness before bringing him to school. A child may not attend school unless they are free of fever for 48 hours.

If any family member with in the home has Covid-19, the child/children must quarantine for 10 days from the last day of exposure. Mission Viejo Christian Preschool has taken enhanced health and safety measures- for you, your child and our staff. We asked that you follow all posted instructions while on the campus. However, an inherent risk of exposure to Covid-19 exists in any public place where people are present. By agreeing to the policies of Mission Viejo Christian Preschool, you voluntarily assume all risks related to exposure to Covid-19. This policy is subject to change based on current Covid-19 protocols.

A sick child cannot benefit from the program and should be given proper treatment at home to prevent spreading the illness at school. If a child becomes ill at home, telephone the office to let us know the circumstances of the illness. Parents of other children may be notified of any communicable illness their children may have been exposed. Any child who develops a fever or who shows signs of illness will be isolated from the rest of the children. The parents will be notified and must pick up their child immediately. Parents will also be contacted in case of an accident whether or not medical attention is required. Also it is your responsibility to notify us in writing if your child has specific food allergies.

MEDICATIONS

Before medicines can be administered to children at school, we must have a signed statement by the parent giving permission. The medication must be in a prescription container, no exceptions - state law. Medication must be left in the office.

WHAT TO WEAR TO SCHOOL

For your child's comfort and safety, we ask that you dress them in play clothes which can be managed easily. Part of our program is to help the child achieve independence in caring for their personal needs. This is best achieved by dressing the child in appropriate, self-help clothing. Play clothes offer the most freedom and prevent worry from ruining or soiling good clothing. Shoes must be RUBBER SOLED with a closed toe and closed heel or strap. (not backless). Tennis shoes are the safest shoe. Any boot, including cowboy or Ugg type, are not approved. Non-rubber soled shoe or any boot are unsafe on the climbing equipment and children will be restricted from playing on the equipment. No long dresses, please. Girls should wear shorts under their dresses or skirts. Pants without belts are best to promote independence. Hats may be worn outside; however, not inside. Girls may wear post earrings; however, for safety, no dangle/hoop earrings. Girl's hair bows should be simple and headbands should be flat. Extended and full day children and all Teddies, Butterflies and Bumble Bees should bring an extra change of clothes in a Zip Lock Bag. No washable tattoos. Label all loose clothing such as jackets, coats and sweaters to insure against loss or mix-ups.

BIRTHDAYS

We invite you to send a special snack, (no candy, toys or balloons) for your child to share with the class. Your child's teacher will add special activities to make this a special time for your child. Please contact your child's teacher to set up a definite day for your child's birthday celebration. Children with summer birthdays may make arrangements to celebrate an "unbirthday". No birthdays may be scheduled after May 20, 2022.

TOYS FROM HOME

We ask that you leave your child's toys at home or in the car. We cannot be responsible for items brought to school from home. On Thursday and Friday your child may bring items or books that will enrich the subject being taught that week. Please leave the share items, with your child's name clearly marked, with your child's teacher.

NUTRITION

We serve a mid-morning snack of either fruit, vegetables, crackers and water. Occasionally your child will have an opportunity to cook or prepare special foods at school for a snack or a meal. A mid-afternoon snack is also served to the day care children. It is your responsibility to let us know in writing any allergies your child has - especially food items.

PARENT COMMUNICATION

Most communication will be through the Class Dojo App and via email. You will receive information how to link to your Class Dojo.

REPORTS AND CONFERENCES

If you have any questions concerning your child's progress and adjustment in school, please contact your child's teacher to set an appointment. Please do not discuss your child's progress via social media (face book) or during drop off or pick up times. Your child's teacher will contact you to set up a time that is convenient. You will receive a written report twice a year. No regularly scheduled parent conferences are held, with the exception of the Kangaroo & Raccoon classes, which will be held in November.

SCHOOL CALENDAR

Below are holidays and special dates to mark your calendar. The tuition is established for the school year recognizing that the school will be closed as follows:

Back to School Nights	August 26 & 27
School Begins	August 30 & 31
Staff In service / Thanksgiving	November 22 - 26
Christmas Recess	December 20 - 31
	Day care NOT available Dec. 23, 24, 27 & 31
Martin Luther King Day	January 17 - day care only
President's Weekend	February 18 & 21 (Friday/Monday) - day care only
Easter Recess	April 11 - 14 daycare only
	April 15 - Good Friday no daycare
Memorial Day	May 30 (Monday) No school or day care
PreK & TK Graduation	May 31 TK (Racoons & Kangaroos) and 2 day PreK
	June 1 - 3 & 5 day PreK
Last day of School	June 2 (Thursday)
Summer Camp Begins	June 6 (Monday)

The above dates will help you plan accordingly for vacations. Day Care will be available for working parents as needed, except where noted. No refunds will be given for scheduled holidays. We charge monthly and no extra charges are made for months with more than four weeks of Preschool.

TUITION POLICIES

Our Preschool is non-profit and self-supporting. Our present budget is based on tuition payment by the first (1st) of each month. It is absolutely necessary that your child's tuition is paid on time. It is our policy that should you become one month behind in tuition payment, your child will not be allowed to continue in school.

The "annual" tuition for the school year is divided into NINE monthly payments, payable September-May. No payment is due the month of June.

September's tuition (which also pays for the weeks of school in June), is due on the first day of school in September. Tuition is due again on October 1st and the first (1st) of every month thereafter. A tuition box will be placed on the sign-in table each month for your convenience. Tuition may also be automatically charged to your credit card, with a Credit Card Authorization. Please contact the Principal in advance if your tuition payment must be made after the first of the month. Thank you for your cooperation!

You will receive a statement the first school day of each month. The statement will include your monthly tuition and any extra charges from the previous month, such as lunch, full day attendance or late pick-up.

Payment is due on the first (1st) of the month. Payment not received by the 10th will have a \$25.00 late charge added.

We do not deduct money for regular days not attended or for holidays, and we do not offer make-up days. There will be no refunds. We will be closed similar to the public school and Mission Viejo Christian School holiday closing. We will remain open, as specified in the school calendar, for day care. Day care will be provided only for the children normally enrolled in our extended or full day program.

TUITION RATES

FEE PER MONTH - September - May

5 Full Days	(7:30 - 6:00)	985.00
5 Extended Days	(8:45 - 3:30)	875.00
5 Half Days & Lunch	(8:45 - 1:00)	745.00
5 Half Days	(8:45 - 11:45)	685.00
3 Full Days (MWF)	(7:30 - 6:00)	675.00
3 Extended Days	(8:45 - 3:30)	565.00
3 Half Days & Lunch	(8:45 - 1:00)	470.00
3 Half Days	(8:45 - 11:45)	435.00
2 Full Days (TTH)	(7:30 - 6:00)	525.00
2 Extended Days	(8:45 - 3:30)	430.00
2 Half Days & Lunch	(8:45 - 1:00)	355.00
2 Half Days	(8:45 - 11:45)	330.00

EXTRA CHARGES

Registration Fee: Non-Refundable: due at time of registration

Preschool: Teddies/Butterflies/Bumble Bees	140.00
Pre-Kindergarten: Froggies/Owls/Tigers/Penguins	140.00
Transitional/Junior Kindergarten: Kangaroos/Raccoons	150.00

Full Day Extra Charges:

Early Drop Off (children arriving before 8:45)	7.00
Late Pick Up (children picked up after 6:00)	2.00 per min.
Half-day children picked up at 1:00	7.00
Half day children picked up between 1:00 and 3:30	24.00
Half-day children picked up between 3:30 and 6:00	40.00
Missing Bedding or Lunch	7.00
Late Fee - Payment received after 10th of month	25.00
Return Check Fee	25.00

A two weeks notice or two weeks tuition is required to withdraw your child from school.

A SPECIAL WORD

We are truly looking forward to the opportunity of coming to know each of you during the school year. We anticipate a rich and full time of learning and growing together. We appreciate the confidence you have shown in entrusting us to love, guide and care for your child. Please feel free to call us at school (465-1952) if we can be of service to you. It is our intention, here at Mission Viejo Christian Preschool, to minister to you as a family and we feel privileged to do so. Our wonderful staff, of highly dedicated Christians, have a sensitivity to providing your child with a positive first school experience to treasure a life time.

Sincerely,

Crystal Miro

**Crystal Miro
Principal**