

MIRA MESA  
*Presbyterian*  
*Preschool*



**“Children are a blessing and a gift from the Lord.”**

~ Psalm 127:3

Mira Mesa Presbyterian Preschool  
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# Welcome

We are pleased to have you and your child at Mira Mesa Presbyterian Preschool. MMPP is a non-profit school committed to sharing Christian values through a developmentally appropriate play-based program. Our program encourages positive relationships and celebrates the uniqueness of the individual child while strengthening and supporting families in our community.

Research shows that quality preschool programs help a child succeed in future grades and that the first five years of development are the most formative ones in his/her entire development. Our qualified and caring staff provides quality experiences that will increase your child's knowledge, enhance his/her self esteem, and aid in the development of social and educational skills necessary for future learning.

Family involvement and communication are essential to your child's success in our program. As a parent, you are your child's first and most important teacher. We provide many opportunities for you to participate in the classroom and at special events. This handbook has been designed to help answer any questions you may have in the future regarding our program's policies and procedures.

Lastly, thank you for allowing us to join in partnership with you during this wonderfully exciting time in your child's development!

**The Staff at  
Mira Mesa Presbyterian Preschool**

# Our Program and Philosophy

## Mission Statement

Mira Mesa Presbyterian Preschool is committed to sharing Christian values through a developmentally appropriate play-based program. We encourage positive relationships and celebrate the uniqueness of the individual child while strengthening and supporting families in our community.

## Purpose

It is the position of Mira Mesa Presbyterian Preschool that all children need to hear and experience Jesus' love on a regular basis. Each child is a unique and special gift from God who learns best about their world through play, exploration, and developmentally appropriate activities. Mira Mesa Presbyterian Preschool will strive to provide a warm and loving, Christ-centered environment where children can develop to their greatest potential spiritually, socially, cognitively, emotionally and physically.

We believe children are competent and capable learners who learn by doing. Play is an integral part of the classroom, encompassing all your child's activities. Our playground and classroom environments contain hands-on experiences for the children daily.

While our program revolves around your child's individual needs and interests, we believe that education should also include a focus on his/her relation to a community of others. Our curriculum emphasizes the development of your child's social skills, including building friendships, respect for others, conflict resolution, and advocating for one's needs and ideas. Our goal is to promote self-esteem and problem-solving abilities, which help children gain the confidence to face new experiences. Through developmentally appropriate practice, collaboration, observation, documentation, and planning, our qualified and caring teachers will respect and nurture the unique gifts and developmental levels of all the children in our care.

## Parents As Partners

To help children and teachers get to know each other and feel comfortable, we will schedule an orientation for families to attend with their children, prior to the start of the school year.

Communication is essential! Parent-teacher conferences are a wonderful way to share information, as are the daily communication and monthly newsletters you will be receiving. A formal conference will be scheduled in the Fall and Spring.

Parents are invited and encouraged to participate in enrichment programs held during the school year. Parent observation is always welcome and must be scheduled through the office.

# School Policies and Procedures

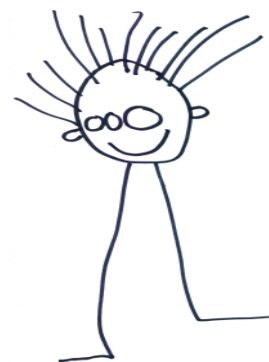
We offer a morning, half day program with a positive, nurturing, non-biased environment where children can grow and learn in their own unique way. The preschool is operated on a non-discriminatory basis offering equal treatment and access to all children without regard to sex, race, color, creed, or political belief.

We serve children ages 2 to 5 years of age on all schedules. Our school policy requires that each child must be at least two years old by September 1st and possess independent toileting skills to move into our 3-year-old classes. Once in the 3- to 5-year-old classes, children wearing diapers or pull ups will be sent home.

## Required Forms

For your protection, state policy requires the following forms to be on file before the first day of class for each child enrolled:

1. Admission & Tuition Agreement
2. Identification and Emergency Information
3. Physician's Report of Health
4. Immunization Record
5. Consent for Medical Treatment
6. Child's Preadmission Health History – Parent Report
7. Parent's Rights
8. Personal Rights



## Placement Procedure

Your child will be placed in a group based primarily on his/her age. We will also consider each child's expressive language skills, social skills, length of attention span, and maturity level. Placement into an appropriate group is determined by the Director.

## Authorized Pick-Up List

No child will be released from the center to anyone other than those persons authorized by the parent in writing on the emergency form. These persons must be at least 18 years old. The first time an authorized person comes to take your child from school, they will be required to present a photo I.D.

# Sign-in/Sign-out Procedures

Each day your child attends our program, please sign in on the appropriate clipboard at your child's classroom. Please put down the correct time (actual time dropped off) and sign your first & last name. It is important that children begin the day together. We ask that you be on time. Each classroom will open promptly at 8:30 a.m. A teacher will greet you at this time. If you have any questions or special requests, your child's teacher should be able to help you.

It is equally important for a child's feeling of security and trust to be picked up on time. When you pick up your child at the end of their day, you will sign him/her out. Again be sure to write down the correct time (actual time picked up) and sign your full name.

## Late Fees

Late charges will be served for children consistently picked up late. The late fee is \$10 for the first 15 minutes (or any portion thereof) and \$1.00 per minute thereafter. This charge will be due with your next month's tuition payment.

## Daily Schedules

### Arrival and Dismissal

8:30 a.m. to 12:30 p.m.

The classroom doors will close promptly at 8:45am so that the students and teachers can begin their day. Please arrive on time as late arrivals are disruptive to the entire class by interrupting the routine. When you arrive late, your child misses opportunities for curriculum activities and interacting with peers. If you arrive after 8:45 a.m., please check in at the office.

Each classroom schedule may vary and will be posted on the classroom parent board.

## Car Seat Safety

For the safety of all children, please follow the State Laws for the use of children's car seats. You will receive notification from the Director if your child fails to use a car seat.

# Tuition Payments/Withdraw Procedure

A \$100.00 non-refundable registration fee and \$150 supply fee is charged annually. These fees must be paid in full in order to hold your child's place on the class roster. The first tuition payment must be paid by August 1, 2024 to secure classroom placement for the 2024 – 2025 school year.

You may choose to make your tuition payments by check, cash, QuickBooks or Zelle.

The program is supported exclusively by tuition. Our fees are derived from a sum that will cover payroll, supplies, and administration of this program. The sum is divided into nine (9) equal monthly payments for convenience. The tuition amount will be the same every month & is due on the first day of each month (August - April). Tuition for May 2025 is paid in advance (due 8/1/24) and is not refundable. Payment of tuition is due whether or not your child is present at school; this includes holidays, illness, and emergency school closure.

All tuition is non-refundable. If tuition is not paid by the 10th of the month, a \$25.00 late charge will be assessed. If tuition is a more than 2 weeks late, we will suspend care until the balance has been paid. Returned checks will incur a \$25.00 fee, in addition to any bank fees. Nonpayment of monthly tuition may result in our requesting that the child be withdrawn from school.

A 30-day written notice will be required for any child dropping or reducing hours from their program. Tuition must be paid for this 30-day period. If no notice is given, an additional month's tuition will be added to your final bill.

For mid-year enrollment, tuition payment for May is required upon registration.

## Bookkeeper and Records

If at any point your family needs documentation for flex plans or tax purposes, our bookkeeper will be happy to provide that for you. You may contact the bookkeeper with questions or concerns relating to billing.

MMPP bookkeeper contact information:

Jessica Charvat Brunson, The Brunson Group

Phone: (760) 521-5508

Email: [info@thebrunsongroup.com](mailto:info@thebrunsongroup.com)

If you need further assistance, please call, email or stop by the preschool office so we may help you.

# Emergency Forms

Please be sure to keep your emergency form up to date. This form gives us permission to obtain medical care in case of an accident. There should be three local telephone numbers of people who are authorized to pick up your child if needed. When you change addresses or telephone numbers, or if your friends do, please be sure to make the necessary changes on the emergency form.

# Sick-child Policy

Our school is licensed to handle “well children” only. For the health and safety of the children in our care, please keep your child home if he/she has any of the following symptoms:

- Fever or has had one during the previous 24 hours
- Sneezing, runny nose, or coughing for multiple days
- Weepy, watery, pink, or crusted eyes
- Vomiting
- Undisclosed Skin Rashes
- Diarrhea
- Possible Contagious Disease (Chicken Pox, etc.)
- Unable to fully participate in the program



Parents should be aware that a normal, healthy child will become sick 5 to 6 times a year. You will be notified and expected to make arrangements for your child to be picked up within 30 minutes or as soon as possible. Your child will remain in the office until you arrive. Please keep your child at home at the first sign of illness symptoms, not only to prevent the spread of illness to others, but also to assure that your child is not susceptible to another illness. When asked to take your child to the doctor, please request an authorization note to return to school.

If your child has a contagious illness, please notify us. We will in turn, notify you if your child has been exposed to a contagious illness at school. Your child must be symptom-free for 24 hours to re-enter school.

# Reporting Child Abuse

The State of California requires all Staff of preschools to report to the proper authority any and all suspected child abuse.



# Immunizations

The following is a list of immunizations which are required for preschoolers over the age of two:

<u>VACCINE</u>	<u># DOSES REQUIRED</u>
Polio	3
DTP/ DTap	4
MMR (measles, mumps, & rubella)	1 (given on or after 1st b-day)
HIB	1 (given on or after 1st b-day)
Hep B	3
Varicella	1
TB is recommended	

DTP vaccine required. Other combination vaccines (DT and Td) do not count in meeting the state requirement. Inadequately immunized, susceptible children must either receive missing doses of DPT or obtain a valid personal or medical exemption and will be placed on the susceptible list.

# Medication

All medication must be in the original container with the child's name and date on the prescription label. No expired medications will be administered. Over-the-counter drugs will be administered only under a doctor's prescription. Parents complete a medication form indicating dosage and length of time medication is to be given. Please speak to the director for ongoing and/or emergency medication authorization.

# Allergies

In order to provide a safe environment for your child, please be sure to make the director and your child's teacher aware of any food allergies. If severe, talk with the staff about letting the classroom families know. Food allergies are posted in the kitchen and in each classroom. Please also report any allergic reactions to bee stings, insect bites, or medications.

# Food and Nutrition

An important part of a preschooler's development is learning about proper nutrition. Each child will need to bring a lunch and water bottle daily, labeled with their name. Please keep in mind a nutritious meal when preparing your child's lunch. Your child will have access to their water bottle throughout the day. Consider sending items and containers that your child can manage on their own as gaining independence is developmentally important for your student.

# Field Trips

Helping children feel a part of their community is a priority of our program. Field trips are a great way for children to extend their learning outside of the classroom. Nature walks are an occasional part of our curriculum and may be taken periodically on the church campus. The school will provide the same adequate responsible adult supervision for these walks. Off-site field trips may be taken throughout the year. Parents will be notified in advance of these trips. Transportation will be provided by each student's parent or guardian and parental attendance is mandatory for your child's participation.

# Protocol for a Natural Disaster

In the event of a natural disaster, the teachers and each classroom have an extensive evacuation plan. The evacuation plan is available in the office. If an evacuation from our campus becomes necessary, we would begin the following:

1. Students would be gathered together at Mira Mesa High School.
2. Parents would be notified to pick up.
3. Supplies would be taken with us such as water, snacks, blankets, diapers, etc.
4. Parents would pick up and sign out at Mira Mesa High School.

In the event that the center must remain close during a natural disaster there would not be a reduction in tuition.

# Emergency Preparedness Policy

As mandated by the State, we practice emergency procedures for earthquake and fire as part of our regular safety program. Emergency food, water, and first aid supplies are kept on hand in the event of a disaster. The Center maintains an Emergency Plan so you can rest assured your child will be safe and cared for in the event of an earthquake or other natural disaster.

\*The American Red Cross recommends you list someone who lives outside California as an emergency contact person in case of a major disaster. If your extended family members also use that person as a contact, rather than calling between cities in California, it will help to keep the in-state phone lines in operation.

# Appropriate Dress

Please remember that this will be a time of play and exploration of new experiences for your child. Please dress your child in play clothes such as tennis shoes, t-shirts, shorts or pants, which make running, jumping and climbing safer and easier for your child. In order to make this experience as meaningful as possible, please have your child wear . . .

- Play clothes that can withstand art projects and paint!
- Sturdy, low-heeled shoes with a closed toe and secure behind the ankle. Velcro tennis shoes are best. No slip-on sandals or flip-flops please.
- Clothes that are appropriate for the weather.
- Easy manipulated attire that will enable your child to attend to his/her own toileting needs. (For example, suspenders and belts sometimes make it tricky for children to get to the restroom on time. Self-sufficiency in this area is an important step in your child's development).

Water play, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at school at all times. Extra clothing needed for your child's cubby: one shirt, one pair of pants or shorts, one pair of underwear, one pair shoes and socks. All clothing, especially jackets, should be clearly labeled with your child's name on the tags.

Please NO long dresses, slip-on sandals or flip-flops. Dangling earrings, necklaces or bracelets must not be worn to preschool for safety concerns. We cannot be responsible for any jewelry worn to school.

# Behavior

We believe that discipline, or training, of the child in appropriate behavior is best achieved by:

- Encouragement and modeling
- Natural and logical consequences
- Redirection of child's interests
- Parental involvement

Our discipline policy involves setting clear limits, consistent enforcement, and redirection. The children are told in positive language what is acceptable. A child who does not respond to positive direction may be asked to choose a new activity or be given the opportunity to work on a quiet activity by himself/herself. We will make every effort to work with each family to ensure all children have a successful preschool experience. If there is a continuous discipline problem that is dangerous or disruptive to the class and the school environment, it may be necessary to withdraw the child from the school.

# MMPP Curriculum

MMPP provides developmentally-appropriate practices in our daily curriculum. Through careful observation our teachers intentionally plan activities designed to cultivate your child's physical, cognitive, spiritual, social and emotional development. We do this through activities that encourage communication, problem-solving, creativity, and conflict resolution. Our goal is to foster children's curiosity about the world at their own unique developmental pace. Our staff plans experiences to match your child's developing abilities while also challenging their intellectual curiosity and social understanding.

## Parking Lot Safety

Our parking lot is a busy place. Please keep your child in your presence at all times. For the safety of all our students, **please drive slowly and attentively in the parking lot**. Watch carefully when you are backing out of parking spaces, children are often difficult to see in mirrors and blind spots.

## Events

The preschool hosts several events outside of regular preschool hours. During these events, students are expected to follow the same preschool rules that are in effect during regular school hours. It is each parent's responsibility to watch & monitor their children closely during these events. The preschool will not be held liable for any children before or after regular preschool hours.

## Siblings

When siblings accompany their brother/sister to the preschool, please ensure you monitor them closely during drop off and pickup. Siblings are expected to respect preschool property and follow preschool rules under the watchful eye of their parents.

## Toys

We recommend that all toys be left at home as the teachers will ensure your child has ample materials to work with while at preschool. This will prevent home toys from becoming lost and/or broken.

## Pets

Family pets are not allowed on campus without prior permission of the Director. This policy has been set into place to ensure the safety of our children.

# Parent Handbook

## Receipt of Acknowledgement

At Mira Mesa Presbyterian Preschool, we believe that good parent/staff communication is crucial to a high-quality preschool experience. The Parent Handbook is an important resource of information designed to provide insight and understanding of our program.

State Licensing requires that all parents read and understand the policies and procedures contained in the Parent Handbook.

The nearest local office responsible for day care licensing is:  
Department of Social Services Community Care Licensing  
7575 Metropolitan Drive, Suite 110  
San Diego, CA 92123

Mira Mesa Presbyterian Preschool has provided me with a Parent Handbook which is available online at: [mmppreschool.org](http://mmppreschool.org).

Please sign and return this form to the office at MMPP.

Child's Name: \_\_\_\_\_

I have read and understand the procedures and policies that are stated in the handbook.

Parent's Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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