



95-1100 Kaapeha Street, Mililani, HI 96789  
(808) 638-1938 ✨ [Preschool@MCC Hawaii.org](mailto:Preschool@MCC Hawaii.org)

# Preschool Brochure

2022-2023 School Year and Summer School

Thank you for your interest in our preschool. We have been here serving in the Mililani Mauka Community since November of 2016. We are a small, Christian Preschool dedicated to providing a safe, caring, and FUN place for your child. Please let us know should you have any questions about our school. We look forward to the opportunity to serve you and your child!

Miss Sayaka Nakano, Preschool Director

## Our Purpose

Mililani Community Church Preschool (MCCP) is a ministry of Mililani Community Church. MCCP provides a program for parents who want their children to receive a God-centered education in which Bible truths and principles are integrated into daily life and learning.

We believe that God created each child as a special and unique individual. (Genesis 5:2) Each child should have a well-balanced early-childhood experience that meets the child's spiritual, cognitive, social/emotional, and physical needs. Through a parent-teacher partnership, each child can achieve his or her full potential in various developmental tasks.

We believe in the importance of **PLAY** for your child. Young children learn by observing and doing. They learn by imitating and asking questions. We offer many opportunities for your child to learn by working with learning materials in a natural play setting as well as large and small group activities.

## Spiritual Objectives

We want to lay the foundation for Christ-centered living and to encourage the development of virtuous character in children by providing loving and nurturing teachers who model biblical principles, attitudes and virtues. We want to bring a joy of knowing Jesus by Bible teaching, singing worship songs and praying. We also have Chapel Time with our Church Pastor once a week.

## Cognitive Objectives

We want to provide children with concrete materials and experiences in the classroom that help develop beginning literacy, language, math, science, and art by reading quality literature that is developmentally appropriate and motivate children to learn.

## Social/Emotional Objectives

We want them to experience a joy-filled classroom that includes laughter, play, exploration, a stress-free and emotionally-safe environment that encourage children to build on imagination, cooperative play, listening, following directions, to become responsible and respect others.

## Physical Objectives

We want to promote development of large and small muscles by providing opportunities for students to practice large muscle skills such as running, skipping, jumping and for small muscle development such as small interlocking blocks and scissors.

## Visits to the Preschool

Visitations are by appointment only. We highly encourage you to bring your child with you.

## Application

Applications are available at the office and on our website. Applications may be submitted and are accepted year-round. However, we recommend getting your application in early, at least one year prior to your intended start date.

Applications must be mailed or dropped off at the office along with a **non-refundable application fee of \$25.**

Applications received without the application fee will not be processed and immediately discarded.

Applications are only held for the first school year or summer school session(s) you indicate on the application form. Should you want to place your child on the waitlist for the following School Year, you must submit a new application and fee for that school year.

## Acceptance for enrollment / Waitlist

- Our School Year starts in August. Our first round of acceptance letters for the coming school year will be in December / January. If there are still openings, our second round of acceptance letters will be in March / April. We will continue to accept students until all our openings are filled.
- Once we receive and process your child's application, we will send an acknowledgment of receipt of your child's application via email. All applicants will be placed on a WAITLIST.
- If an opening is available, you will receive an *Acceptance for Enrollment* letter by email for your child. Once you receive the acceptance, you must respond with your payment of the registration fee to secure your child's space. If we do not receive the registration fee by the due date, your child's space will be forfeited.
- If you do not receive an acceptance notice for our school, you will be notified of your child's non-acceptance once we have completed our enrollment for the session(s).
- Should you want to place your child on the waitlist for the following School Year, you must submit a new application and fee for that school year.
- *Please note that all our correspondences during the enrollment period will be through email or by phone.*

## Lunch & Snacks

AM snack, PM snack and milk for lunch is included. Menu is posted. Please inquire regarding the hot lunch program.

## Requirements for enrollment

- ❖ Your child should be at least 2 years old.
- ❖ We accept children who are in diapers/pull-ups but your child should be in the process of toilet training.
- ❖ Your child must have a physical examination; be current on all immunizations and a TB clearance within one year of the enrollment date.
- ❖ Please let us know if you have any developmental concerns for your child or require special assistance.

## Programs

**Full Day, Full-time:** Mondays through Fridays from 7:00 am to 5:00 pm.

**School Day, Full Time:** Mondays through Fridays from 7:00 am to 3:00 pm.

**Part-time:** Either MWF or TTh from 7:00 am to 5:00 pm

**Comprehensive Fee:** For current Fees, please see attached

**Tuition Rates:** For Current rates, please see attached Tuition rates sheet.

## School Closures & Holidays

School will be closed during all state and federal holidays; Fall, Winter and Spring Breaks (usually following the DOE calendar). Please see current School Calendar.

## Financial Assistance

If you are eligible for early childhood tuition assistance (State, Federal or private), please inquire with the school before enrolling your child. We accept Child Care Connection and Preschool Open Doors.

## Licensed by DHS

A Regular License has been issued to Mililani Community Church to operate Mililani Community Church Preschool for a maximum of 36 children, ages over 2 years to under 6 years. License is posted.

## Contact Us

Phone: (808) 638-1938 Email: [Preschool@MCCHawaii.org](mailto:Preschool@MCCHawaii.org)

Website: [MCCHawaii.org](http://MCCHawaii.org)

Text or Email is the **BEST** way to reach us. We are usually in the classroom and unable to come to the phone. Please leave a message. We will return your call as soon as possible.

All of our initial correspondences will be email and/or by phone.

Our Student Application form and Brochure may be found on our website. However, application must be mailed or hand delivered and must accompany the application fee of \$25. We are not able to process any application without the \$25 application fee.

Please be sure to contact our **preschool** office and not the church office. We are available on all weekdays that the school is open. The church office has limited hours during the work week.

## Payment Policy

- **Tuition Payments:** All monthly tuition payments are due in advance on or before the 1st of each month. Payments received after the 1st may incur the delinquent tuition payment fee. We accept Credit Card and bank payments once your child is enrolled.
- Should you like to pay in cash or check, please make checks payable to **Mililani Community Church Preschool** (MCCP) and write your child's name on the memo line.
- Tuition will be prorated for students who enter MCCP **after** the start of the school year or summer session. The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal.
- In case of withdrawal, you must give 30 calendar-day notice of withdrawal in writing. You will be responsible for that month's tuition.
- Once tuition and fees are paid, there will be no refunds.
- **No discount is given for holidays, other days when the school is scheduled to be closed, or if your child is absent for any reason.**

## Fees

- **Application Fee:** \$25.00 non-refundable fee is to accompany the application form. Application will not be processed without this fee.
- **Initial Registration Fee:** non-refundable registration fee of \$100.00 is due at time of acceptance for enrollment to secure your child's space. A Registration fee of \$50 will assessed

per School Year and/or Summer School session(s) to secure your child's space for the coming school year.

- **Comprehensive Fee:** A Comprehensive fee will be assessed per school year and summer sessions. The Comprehensive fee covers all the in-school activities, Field Trip and School T-shirt. Fee will be prorated if starting after first day of the school year.
- **Delinquent Payment Fee:** \$30.00  
This fee will be assessed if tuition and any fees are not paid by the 1<sup>st</sup> of the month.
- **Returned Check Fee:** \$30.00  
A maximum of two (2) returned checks will be accepted per school year. Subsequent payments must be made via cashier's check, money order or cash.
- **Late Pickup Fee:** \$10.00 for every 15 minutes or any fraction thereof. Payable upon time of pick up.

**Thank you!**

for your interest in our school. If you have any questions or to schedule a visitation, please call, text or email the school at any time.