



# Treehouse News

## 2022-2023 School Year

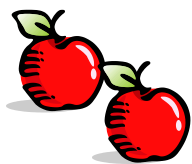
### WELCOME!

Welcome to the 2022-2023 School Session! We look forward to a great year, filled with learning and fun for everyone.

The early childhood years are the most important stage in a person's life. These formative years are a crucial time for parents and educators to provide positive experiences and instill strong character in children.

As we continue to navigate this pandemic we will continue to support one another. We are happy to know that CDC has lifted the quarantine requirements in the classroom setting as of August 11, 2022. Per CDC guidelines, only the exposed person should isolate for 5 days. The rest are required to mask for 10 days and to get tested on day 5 of exposure. We will continue to keep you informed. Thank you for your cooperation in keeping everyone safe.

We are thankful that you chose Treehouse Preschool for your child's early education. We will have a wonderful year together. May the Lord bless your family!



Sincerely,

Jan E. Nienu  
Director



### Treehouse Staff 2022-2023

#### Little Angels Class

Loretta Nelson, Head Teacher  
Veronica Valencia, Teacher

#### Preschool Class

Rhonda Jimenez, Head Teacher  
Vuong Takamatsu, Teacher  
Taiko Roskothen, Teacher  
Natalie Wynne, Teacher

#### Pre-Kindergarten Class

Jenna Banks, Head Teacher  
Carmen Bethke, Teacher  
Candice Lin, Teacher

#### Transitional Kindergarten

Jill Gilmete, Head Teacher  
Lorena Torres, Teacher

#### Administrative Staff

Jan E. Nienu, Director  
Calsita Burnama, Office Administrator



We welcome Calista Burnama to Treehouse! She is a graduate of Treehouse Preschool. We also welcome Vuong Takamatsu and Veronica Valencia to our teaching staff!

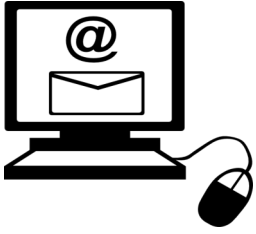
We are glad to announce Teacher Loretta as an Assistant Director!

We also want to share that Teacher Heather has accepted a position at First Covenant Church. While, Teacher Jodi is moving to Minnesota to be closer to her grandchildren. We wish them both the best and God's blessing!



First Covenant Treehouse Preschool & Transitional Kindergarten  
4000 Redwood Road, Oakland, CA 94619  
(510) 531-0320 Fax (510) 531-0323  
[www.treehousepreschool.org](http://www.treehousepreschool.org)  
Email: [Jan@treehousepreschool.org](mailto:Jan@treehousepreschool.org)

# General Information

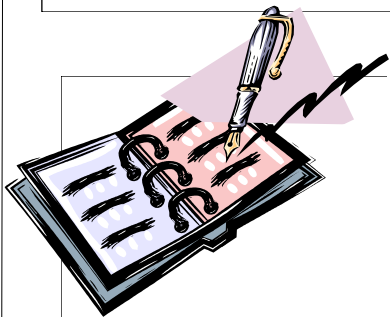


## Parent – Teacher Communication

Newsletters will be emailed to both parents at the beginning of each month. Please read all emails carefully. They will provide you with information about events taking place in the classroom.

If information needs to be given in the middle of a month, it will be disseminated in the same manner.

If you need to discuss matters with your child's Head Teacher, please make an appointment. It is not always possible for the teaching staff to give you their full attention during class sessions.



## Sign In & Sign Out Procedures

It is required by law that you sign in and sign out your child each day, using your full signature at all times. Please write clearly and record your time accurately, noting any drop-in hours.

No sibling or person under eighteen (18) years of age is legally allowed to sign in or sign out any Treehouse student.

Treehouse requires written permission from a parent in order to add persons to the list of those authorized to pick up your child. If a nanny is picking up your child, make sure that your child is picked up on time and is properly signed out.

Due to the COVID crisis, parents are restricted from coming into the classroom. Parents will sign in/out at the counter, wash their child's hands and bring them to the classroom door where a teacher will greet them. LA students will have their hands washed by a teacher. TK parents will sign in/out at a table outside. A teacher will take them to wash their hands once they're signed in.

## Cubbies

Each child has a basket or "cubbie" with his or her name on the front. This cubbie is a place for the children to store their special artwork and other projects.

Please check your child's cubbie on a regular basis and take all art projects home with you.

## Clothing



It is important that you send your child to school in clothes that are both comfortable and washable.

We also ask that your child wear comfortable tennis shoes. No sandals or close toed crocs will be allowed.

Please bring an extra set of clothes and underwear to school for your child.

Please remember to label all clothing, including sweaters and jackets.



## Please note...

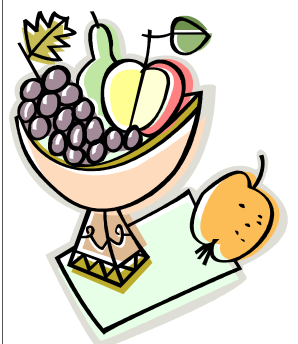
During drop-off in the morning, parents are not allowed to come inside the classroom. However, during pick-up in the afternoon, parents are welcome to come into the classroom to pick up their child's lunch boxes and projects.

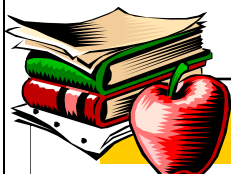
## Birthdays

Children are invited to celebrate their birthdays at school. If you would like to bring a special snack for your child's class please inform the Head Teacher so she can put your child on the birthday calendar.

We can have fun and limit the amount of sugar. We suggest that instead of cupcakes children bring fruit, fresh veggies with dip, individual size yogurt. No nuts/peanuts please.

Parents will not be allowed to join in the classroom celebrations at this time.





## General Information

### *Lunch Time*

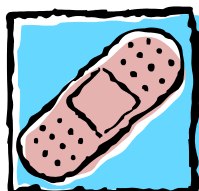
The Little Angels class will have lunch at school at 11:15 a.m. While all the other classes will eat their lunch at noon.

Please do not send junk food, candy, or food needing refrigeration or heating. We are not licensed to serve hot lunches. We do not have space to refrigerate students' lunches.

### *22-23 Treehouse Directory*

Our directory will be released in November. The colored photos of the children will help you to connect names with faces. Each families' contact info is included so that you have their numbers to arrange play dates. Every family will receive a free copy.

All



Treehouse Staff  
are trained in  
**CPR & FIRST  
AID**

### *Contact Information*

Director-Jan Nienu  
jan@treehousepreschool.org

Office Administrator-Calista Burnama  
calista@treehousepreschool.org

Bookkeeper-Calista Burnama  
bookkeeper.treehouse@gmail.com

Please contact Calista with any questions regarding payments. She will be emailing financial information to you as needed.

## *New Info... PLEASE*

Included in this Packet is a **Verification of Contact Info.** form. Please review the information on this form and make any changes necessary to update your information. If you have any changes, please return the form to the office.

Throughout the school year, please inform the office in writing if you have any new family information such as address or phone number changes or people authorized to pick up your child.

### *Safety First*

Please lock your car door when dropping off or picking up your child. Do not leave any valuables in your car and please **do not leave any children unattended in your vehicle at any time.**

**Earthquake/Emergency out of state contact:**  
Jennifer Ankcorn, a former office administrator, lives in Washington state and she will be our contact in case of an emergency.  
Cell: (425) 306-5447



Please drive slowly  
through the  
parking lot!

# Financial Information



## SAMPLE CHECK

Date September 1, 2022 1234

Pay to the order of Treehouse First Covenant Church \$xxx.xx  
xxx and xx/100 dollars

Memo Child's Name

*Signature*

Reminder!

## Tuition Payments

The Treehouse school year runs from September through June. Tuition payments are due on the 1st of each month for the following month. We offer a Summer Session for July and August.

You will not receive an invoice for tuition. Please remember to make your payment promptly at the beginning of each month.

**Late Payments:** Tuition is due by the 5th of the month, *regardless* of the days your child attends, is out sick, or on vacation.

Tuition not received by the 5th calendar day of the month will be assessed a late fee of \$15.00.

**Drop Box:** For your convenience, there is a tuition drop box in the Treehouse office door. Payments may also be mailed.

### Receipts:

Please let us know if you will need a receipt. We will be happy to print you a monthly Account Statement. Also, let us know if you will need a 2021 year-end statement for tax purposes.

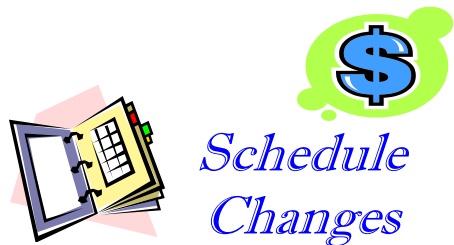
## Drop-In Hours

Drop-In Hours *will not* be available for students signed up for the 9:00 a.m. to 4:00 p.m. schedule.



## Students Signed Up for 9 am-4 pm

Students signed up for the Extended Program: 9 am-4 pm must arrive anytime after 9 am and be picked up by 4 pm. Any late pick up after 4:05 pm will be charged \$15.



## Schedule Changes

Schedule change will be considered upon availability of space. If there is space, there is a \$15 change of schedule fee.

## Absences & Withdrawal

All students are contracted for 10 months, September 2022 - June 2023. Payment for the full ten months is required as outlined in the Tuition Payment Contract signed upon enrollment.

Please notify us if your child will be absent from school. We do not offer substitution of days missed due to illness, vacations, or school holidays. All tuition payments are non-refundable.

For school holidays, please refer to the Official Treehouse Calendar for the 2022-2023 School Session.