



**First Covenant Treehouse
Preschool & TK**
4000 Redwood Road ♦ Oakland, California 94619
Telephone: (510) 531-0320

Date: September 11, 2026

To: Treehouse Parents
From: Jan E. Nienu, Director
Re: Important events

Welcome to Treehouse Preschool. We look forward to an amazing year together with your family. It is a privilege to have your family here with us at Treehouse. We are enjoying getting to know our new children. It is also a real joy to have our students back from last year all grown up, much taller, and wiser.

The staff at Treehouse are experts in what they do. They are kind, caring and conscientious. They are all loving and exceptionally gifted. Majority of the Treehouse staff have served here for many years and they know the drill. They are here to love, support and teach your children.

As parents, it is difficult to leave our crying children behind but know that your children are so loved. Say a prayer for your child and for the teachers when you feel a little sad. On a brighter note, after they settle down and make friends, they will not want to come home. Some of the children who cried the first few days are now smiling at each other. Good job parents for hanging in there. Things will get better, we promise.

We still have space available in the PS, PK and TK classes. Please tell your friends and neighbors about Treehouse. We would love to have them.

The following are a few important reminders:

School Pictures: Thursday, September 24 and Friday, September 25.

Marielle Hayes will come and take pictures of our children. The pictures will be taken outside so dress your child accordingly. To avoid distractions, we ask that parents do not stay for the picture taking.

The Little Angels and Preschool Classes will take their pictures on Thursday, September 24, and the Pre-K and Transitional Kindergarten students will have their pictures taken on Friday, September 25.

Pictures will be available for viewing online. There is no obligation to purchase the pictures. To participate, please fill out the form and return it to the office. The photo forms will be by your child's sign in/out area.

2026-27 Monthly Tuition Fees

Monthly tuition is released on ProCare on the 1st of each month, and payment is due on the 5th of each month regardless of holidays or school closures

The next monthly tuition due is October tuition. The ProCare invoice was released Sept 1st, and payments are due by Sept 5th. Any payments received after the 5th of the month will be charged a late fee of \$15. If you have not paid for October tuition, please do so as soon as possible. Remember, tuition payments are due one month ahead (with the exception of September tuition being due in June).

Tuition Checks

Checks can be made payable to "First Covenant Church". Please write in the memo line write your "Treehouse", your child's name, and if there is space, what month tuition the check is intended for. Checks must be submitted before or by the tuition due date.

Sign-In and Sign-Out

It is very important that you sign your child in and out correctly when you drop off and pick up. Please use the correct ProCare code assigned to you, sign your full signature on the tablet/app.

Please do not allow your child to sign their name or draw hearts, smiley faces, or other pictures on the signature section of the ProCare sign in/out process. Parents and designated adults must sign their legal signature. If your signature is too long or it cannot fully fit, then initials are allowed.

We ask that you do not share your parent code with other adults on the drop-off/pick-up lists. We require that all adults to be registered with their own individual Procare code. If you wish to add additional people, please email the Treehouse Office with their full name, phone number, affiliation (uncle, grandparent, nanny, etc.) and a photo of their id (driver's license or passport).

If you or other designated adults forget to sign-in/out, please email the Treehouse office with the date and time missed.

Treehouse Directory

Every year, we release a school directory for Treehouse families. This will be released in late November, and each family will receive only one physical copy. No electronic copies are given or emailed.

Additional copies will be sold at \$15 per copy.

The school directory contains the name and photo of each child as well as contact info such as family address, mom's phone number, and mom's email. The school directory is for personal use only such as playdates or out-of-school birthday parties.

If you do not wish to include your child's name, photo or parts of your contact info, please email Jan and Kayla with your modifications/preferences.

Parking Lot

Please be careful when driving into and backing out of parking spaces. We have many small children that are hard to see. Remember to drive slowly.

Mandarin Language in Little Angels

Teacher Yan and Teacher Betty will be teaching basic Mandarin in the Little Angels class.

Spanish Language in Pre-K

Teacher Lorena will teach basic Spanish curriculum in the Pre-K classroom.

Japanese Language in TK

Teacher Taiko will be teaching basic Japanese in the TK class.

Lunch Preparation

Please provide a water bottle and a healthy lunch for your child every school day. No sodas, sugary drinks, chips, candies, or other junk food are allowed.

When preparing lunch for your child, please be sure to have all items cut to bite sizes. Food such as **grapes, olives, and cherry tomatoes** need to be cut in quarters or smaller as it can be a choking hazard.

Please do not send lunch in glassware containers and label all lunch bags, containers, and utensils.

Drop-off Transitions

For some students, morning drop-offs can be difficult. We highly recommend having a consistent drop-off and pick-up routine. We also encourage parents to work with their child's Head Teacher on how to support you during the transition.

In the afternoon at pick up, please do not linger in the classrooms or wander around to other classrooms. Parents must promptly pick up their child and their child's belonging then leave the Treehouse classrooms.

Student Footwear

Treehouse requires that your child have closed-toed, proper-fitting shoes on when attending Treehouse.

For the safety of all children, please DO NOT send your children to school wearing: Crocs, water shoes, tall boots, rain boots, sandals, slippers/slides, open-toed shoes, shoes without socks, or shoes that are too big or too small for your child.

If children come to school wearing inappropriate and ill-fitting footwear, Teachers will still accept your child with the condition that parents return with appropriate footwear as soon as possible (and within the same school day).

Students wearing inappropriate and ill-fitting footwear will not be allowed to run during outdoor play. Additionally, students wearing open-toed shoes will not be permitted to play in the play structures, or the bike area. These students will only be allowed to play at the water tables or with chalk activities (when provided).

Treehouse is not liable for any injury to/of a child due to them wearing inappropriate and ill-fitting footwear.

Student Clothes

All children must be able to take off and put back on their clothes easily to use the bathroom. If you send your child to school with a jacket/sweater, they must be able to take it off and put it back on easily as well. All clothing must fit well and allow for comfortable and full movement of the child.

All clothing items must be clearly labeled with your child's name. **Treehouse is not responsible for any lost articles of clothing, labeled or not labeled.**

Change of Clothes

Please bring a change of clothes for your child to be kept at school for emergency use. This includes a top, pants, undies, and socks. Please make sure all change of clothes are labeled with your child's name.

As clothing is used, teachers will ask parents to bring in clean replacements. If a child does not have any change of clothes, the teachers may use spare clothes we have available or borrow other students' clothes.

Accessories & Jewelry

Children are not allowed to wear loose or beaded bracelets, necklaces, or other pieces of jewelry. For earrings, permanent earrings/ closed backings are allowed. Fake/clip-on earrings are not. Children tend to put jewelry in their mouth and have broken necklaces and bracelets before. If a child comes to school with jewelry, staff will put the jewelry in a Ziploc/plastic baggy and put it in your child's cubby.

All Accessories such as glasses, hats, hair ties/clips must be worn properly. Hair ties cannot be worn around the child's wrist. Staff are allowed to fix or put accessories back on the child's head. Staff are also allowed to take off any accessories or hair ties/clips if it is a distraction or safety issue. Once accessories and hair ties/clips are taken off the child, they will then be put in the child's cubby.

9:00am – 4:00 pm Early Drop-off & Late Fees

Students enrolled in the 9:00 am - 4:00 pm schedule must be dropped off at 9:00 am and promptly picked up at 4:00 pm. **We offer a 5-minute grace period before drop-off and after pick-up, that is meant for emergencies only.**

For any drop-off earlier than 8:55 am, parents are charged an early drop-off fee of \$15.00 per hour/ for the full hour. If a drop-off is earlier than the full first hour (any time before 8:00 am), then a secondary fee (an additional \$15) will be charged.

For any pick-ups past 4:05 pm, parents are charged a late pick-up fee of \$15.00 per hour/ for the full hour. If a pick-up is later than the full first hour (any time after 5:00pm), then a secondary fee (an additional \$15) will be charged.

Treehouse does not allow early morning drop-offs or staying late without prior approval from the

Full-time 7:30am – 6:00 pm Early Drop-off & Late Fees

Students enrolled in the full time 7:30-6:00pm must be dropped off at or after 7:30am and picked up promptly at 6:00 pm. **There is no 5-minute grace period before drop-off as school opens at 7:30am and there is no 5-minute grace period after 6:00pm pick-up.**

Any pick-up immediately after 6:00pm will be charged **\$1 per minute late fee**. Parents will receive a late pick-up notice form from a head teacher present and Treehouse will charge the appropriate fee total on ProCare.

Final Note

Please feel free to contact me if you have any questions. I will be very happy to meet with you and comfort you in any way I can as we make this transition together. Remember that children are not the only ones going through separation anxiety. The grown-ups are also experiencing separation anxiety as you enter a new chapter in your lives. Sending your little ones to a new school is huge. It is an adjustment for the entire family.

May you be blessed and find joy as you celebrate this new season in your lives. I am here to support you, pray with you and hold your hand during this exciting new season.

You are welcome to email me at jan@treehousepreschool.org.

May the Lord bless you and give you peace and joy as we start a new school session. We pray blessings, and God's protection upon your family.