



Treehouse News

2026-2027 School Year

WELCOME!



Welcome to the 2026-2027 School Session! I 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.

Thank you for giving us the privilege of working with your children. We are grateful for the opportunity to care for them, love and nurture them, and prepare them for Kindergarten and beyond.

Please feel free to email me with any questions. You are also welcome to come see me in person for any questions or concerns.

I am thankful for each one of you that you chose Treehouse Preschool for your child's early education.

I welcome our new and returning families to Treehouse. We will have a wonderful year together.

May the Lord bless your family!

Jan Nienu, Director

Treehouse Staff 2026-27

Little Angels Class

Loretta Nelson, *Head Teacher & LA Class Supervisor*
Yan Li, *Teacher*
Young Takamatsu, *Teacher*
Janee Gilkerson, *Teacher*

Preschool Class

Rhonda Jimenez, *Head Teacher & Preschool Class Supervisor*
Candice Lin, *Teacher*
Betty He, *Teacher*
Fairy Yang, *Teacher*

Pre-Kindergarten Class

Jenna Banks, *Head Teacher & Pre-K Class Supervisor*
Lorena Torres, *Teacher*
Natalie Wynne, *Teacher*

Transitional Kindergarten

Jill Gilmete, *Head Teacher & TK Class Supervisor*
Taiko Roskothen, *Teacher*

Administrative Staff

Jan Nienu, *Director*
Kayla Sancada, *Office Administrator*



First Covenant Treehouse Preschool & Kindergarten
4000 Redwood Road, Oakland, CA 94619
Office Phone: (510) 531-0320
www.treehousepreschool.org
Email: Jan@treehousepreschool.org

General Information



Parent Communication

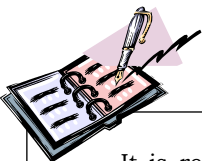
Parent Notices, Class Event Emails, and Monthly Newsletters will be sent via ProCare.

Parents must be registered to ProCare to attend Treehouse and see the Newsletters.

Monthly Classroom and Director’s Newsletters are released on the 1st of each month. Important info and class events are emailed throughout the school year as needed.

Please read all emails carefully. If you find that you are unable to access the newsletters on ProCare, they are also available on our website.

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



Sign In & Sign Out Procedures –Procare

It is required by law that you sign in and sign out your child each day accurately. 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, sibling or any person under eighteen to sign or draw hearts, smiley faces, or other drawings in the Signature section of ProCare. Only adults/(18) years of age, parents, and designated adults are legally allowed to sign in/out a Treehouse student.

Please do not give new drop-off/pick-up adults your parent code. We require that all new adults be registered and given their own individual ProCare code.

Treehouse requires permission from a parent in order to add adults to the list of those authorized to drop-off/pick-up your child. If you wish to add an adult or modify your list, 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 a nanny, grandparent, etc. is picking up your child, make sure that your child is picked up on time and is properly signed out. If you or other designated adults forget to sign-in/out, please email the Treehouse office with the date and time missed.

During **morning drop-offs**, parents are NOIT allowed to enter the classrooms. Please Do NOT drop off at the front door. Parents will sign in, and bring their child to the classroom half-door, where a teacher will greet the.

Only during **afternoon and evening pick-ups**, is when parents may enter the classroom to collect their child’s belongings.

Also, during **afternoon and evening pick-ups**, please Do NOT linger in the classrooms, or wander to other classrooms. Once you have picked up your child, please immediately leave the Treehouse building to make room for other parents.

Cubbies

Each child has a cubby with his or her name on the front. This cubby 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 , Shoes & Accessories/ Jewelry

It is important that you send your child to school in clothes that fit well and allow for the full-movement of the child.

We also ask that your child wear closed-toed, well-fitting shoes. Please see our Parent Handbook and Jan’s Director’s Newsletter for our Shoe Policy.

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

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

For the safety of the children, necklaces, bracelets, and earrings are not allowed at Treehouse. Please see our Parent Handbook and Jan’s Director’s Newsletter for our Accessories / Jewelry Policy.

*Treehouse is not responsible for any lost or damaged clothing or accessories, regardless of if the

Room Parents

Thank you for our wonderful room parents who continue to support us year after year!

Little Angels: Michelle Malison (Chair)

Preschool: TBA

Pre-K: Vanessa Ogbu & Michelle Thompson

TK: Jordan Yoder



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. In addition if you would like to provide lunch for the class instead (Pizza, Chick-fil-A, etc.), please email the office with the date and your plans.

We can have fun and limit the amount of sugar. We suggest that instead of cupcakes, please bring fresh fruit, fresh veggies with dip, individual size yogurt. In consideration of allergies, please no nuts of any kind.



Financial Information



SAMPLE CHECK

Date September 1, 2025 1234

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

Memo: Treehouse & Child's Name X Signature

Reminder!



Tuition Payments

The Treehouse school year runs from September through June. Tuition payments are due on the 1st of each month (with the exception of September tuition due in June).

A flyer for our Tuition payment schedule is included in the Open House packet.

We also remind to parents via classroom posters next to the sign-in/sign-out folders and through newsletters. Please remember to make your payment promptly at the beginning of each month.

Payment Methods: Tuition can be paid by physical check or online via ProCare ACH/bank transfer. Please see example above in regards to how to write a check for tuition payment. For online payments, please note that we no longer accept debit or credit cards online. ACH bank transfer and physical check payments do not include any transaction/processing fees.

Late Payments: Tuition invoices are released on ProCare on the 1st of the month, and payment is due on the 5th regardless holidays, school closure days, and if your child is out sick, or on vacation. Tuition not received by the 5th calendar day of the month will be assessed a late payment fee of \$15.00.

Tuition Drop Box: For your convenience, there is a tuition drop box in the Treehouse Office door.

Receipts:
All tuition statements and tax statements are downloadable/printable through your child's ProCare account. If further assistance is needed, please email Kayla at kayla@treehousepreschool.org

Absences & Withdrawal

All students are contracted for 10 months, September 2026 - June 2027. Payment for the full 10 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, personal vacations, moving away, or school holidays and vacations. All tuition payments are non-refundable.

June is the last month of the school calendar. The last day of school is June 25, 2027. All parents are required to pay the full month's tuition of June, regardless of if parents choose to leave for summer vacation early. No modifications or prorating of June tuition is allowed.

For school closure dates and holidays, please refer to the Official Treehouse Calendar for the 2026-2027 School Session.

Students Signed Up for 9:00am-4:00pm

Students enrolled in the 9:00am-4:00pm schedule must be dropped off at 9:00am and picked up promptly at 4:00 pm.

There is a 5-minute grace period before 9:00am drop-off and after 4:00pm pick up. However, this grace period is for emergencies only, not for regular use.

For any drop-offs earlier than 8:55am, parents are charged an early drop off fee of \$15 per hour/ for the full hour/ per child. If a drop off is earlier than the first hour (anytime between 7:30am—8:00am) then a secondary fee (an additional \$15) will be charged.

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

Treehouse does not allow for early morning drop-off or late pick-ups without prior approval from the director. In an emergency, please email Jan at jan@treehousepreschool.org or call the school office.

Students Signed Up for 7:30am-6pm

Students enrolled in the Full-time 7:30-6:00pm schedule 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-ups immediately after 6:00pm will be charge \$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.



General Information

Lunch Time

Parents are asked to provide a nutritious lunch for their child if he or she is scheduled to stay for the noon hour. The Little Angels class have lunch at school starting around 11:30 am, and Preschool, Pre-K, and TK will have lunch at 11:55 am.

Please do not send: junk food, soda, candy, or any food needing refrigeration or heating. Any junk food, soda, candy, etc. will be left in your child's lunch box

Please no glass water bottles or Tupperware. Metal is okay. Hot food may be prepacked from home in thermos containers. However, we do not heat up any student lunches and we do not have space to refrigerate any students' lunches.

26-27 Treehouse Directory

Every year we release our school directory in late November. This directory contains photos of all the children, their names, and their families' address and mom's contact info. This directory is for personal use such as play dates and outside school birthday parties. Every family will receive one free copy. Any additional copies will be \$15 per copy.



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

Contact Information

Director-Jan Nienu
jan@treehousepreschool.org

Office Administrator
-Kayla Sancada
kayla@treehousepreschool.org

Please contact Jan for specific questions regarding children, staff, enrollment schedules, and events.

Please contact Kayla with any questions regarding ProCare and billings payments. She will be emailing ProCare/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. We have included a new section where we require you to also double-check your child's ProCare account info. Please sign and return the form to the office by Friday, September 18.

Throughout the school year, please email the office if you have any new family information such as change of address, new phone number/email, or change of people authorized to pick-up/drop-off your child.

Safety First

Please lock your car door when dropping off or picking up your child.

Please **do not leave your car running**, and **do not leave any children unattended in your vehicle at any time.**

Also please do not leave any valuables in your car.

* If you need assistance during morning drop-off, please call the office. We are happy to come and support you.

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



**Thank you for
driving slowly
through the
parking lot!**