



Treehouse News

2025-2026 School Year

WELCOME!



Welcome to the 2025-2026 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 2025-26

Little Angels Class

Loretta Nelson, *Head Teacher
& Site Supervisor*
Yan Li, *Teacher*
Young Takamatsu, *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
& Site Supervisor*
Taiko Roskothen, *Teacher*
Natalie Wynne, *Teacher*

Transitional Kindergarten

Jill Gilmete, *Head Teacher &
TK Class Supervisor*
Lorena Torres, *Teacher*

Administrative Staff

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



First Covenant Treehouse Preschool & Kindergarten
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Office Phone: (510) 531-0320
www.treehousepreschool.org
Email: Jan@treehousepreschool.org

General Information



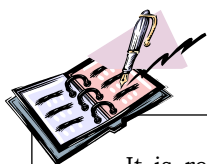
As of September 1, 2025—All Parent Notices, Class Event Emails, and Monthly Newsletters will be sent via Procure.

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

Monthly Classroom and Director’s News letters 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 Procure, 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 always possible for the teaching staff to give you their full attention during class



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 Procure code assigned to you, sign your full signature on the tablet/app.

Please do not allow your child, sibling or any person under eighteen (18) years of age is legally allowed to sign in/out any Treehouse student. Parents and designated adults are the only ones authorized to do so.

Please do not give new drop-off/pick-up adults your parent code. We require that all adults be registered and given their own individual Procure 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 not allowed to enter the classrooms. Parents will sign in, wash their child’s hands, and bring them to the classroom half-door, where a teacher will greet them. LA students will have their hands washed by a teacher. Preschool and Pre-K students will wash their hands at their class bathrooms. TK parents will sign in/out at a table outside the classroom. A teacher will then take them inside to wash their hands.

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

Cubbies

Each child has a basket or “cubby” 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 & Shoes

It is important that you send your child to school in clothes that are both comfortable and fit well to 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 bring an extra set of clothes, socks, and underwear to school for your child.

Please remember to label all clothing,



Room Parents

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

Little Angels: Vanessa Ogbu
Preschool: Jill Potter
Pre-K: Jordan Yoder
TK: Michelle Malison (Chair)



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, please bring fresh fruit, fresh veggies with dip, individual size yogurt. In consideration of allergies, please no nuts/peanuts.

Parents will not be allowed to join in the classroom celebrations at this time. Parents can request photos from your child’s Head Teacher.



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



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 (Procure debit card, credit card, or ACH/bank transfer). Please note that starting Sept 1, 2025, all debit card and credit card transactions will be charge a 2.7% transaction fee. ACH and physical check payments are FREE and do not include any transactions fees.

Late Payments: Tuition is due by the 1st 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 payment fee of \$15.00.

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

Receipts:
Please let us know if you will need a tuition receipt for work reimbursement or for personal records. All financial records after October/November 2024 are now printable through your child's Procure account.
A 2025 year-end statement for tax purposes is also printable on Procure. If further assistance is needed, please email Kayla at kayla@treehousepreschool.org

Absences & Withdrawal

All students are contracted for 10 months, September 2025 - June 2026. 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, vacations, or school holidays. All tuition payments are non-refundable.

Come June 2025, our last day of the school year is Friday, June 25th. 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 2025-2026 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.

The 9:00am-4:00pm schedule fee policy is \$15 per hour for the full hour.

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.

Thus, any time before 8:55am and after 4:05pm will be charged an early drop-off/ late pick-up fee of \$15.

Please note that an additional \$15 fee would be charged for drop-offs before 8:00am and after 5:00pm.

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 Procure.



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 will be left in your child's lunch to be consumed at home.

Please no glass waterbottles 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.

25-26 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 a free copy. *If you do not wish for your child's photo or family address, or wish for a different parent to be the contact in the directory, please email Kayla at kayla@treehousepreschool.org.



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 Procure and billings payments. She will be emailing Procure/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 Procure account info. If you have any changes, please return the form to the office.

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!**