



Treehouse News

2023-2024 School Year

WELCOME!

Welcome to the 2023-2024 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.

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

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



Treehouse Staff 2023-24

Little Angels Class

Loretta Nelson, Head Teacher
Candice Lin, Teacher

Preschool Class

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

Pre-Kindergarten Class

Jenna Banks, Head Teacher
Taiko Roskothen, Teacher
Jodi Eatherly, Teacher

Transitional Kindergarten

Jill Gilmete, Head Teacher
Lorena Torres, Teacher

Administrative Staff

Jan Nienu, Director
Kayla Sancada, Office Administrator

We welcome Kayla Sancada to Treehouse! She is a graduate of UC Berkeley and served at schools around the Bay Area. She is coming to us from Corpus Christi, where she worked as a Teacher's assistant last year.



First Covenant Treehouse Preschool & Kindergarten
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(510) 531-0320 Fax (510) 531-0323
www.treehousepreschool.org
Email: Jan@treehousepreschool.org

General Information



Parent – Teacher Communication

Newsletters will be emailed via Constant Contact to both parents at the beginning of each month. (All parents have already been signed up to Constant Contact. No action is needed. If you do not receive any Constant Contact emails, please contact us).

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 shared 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

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 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



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.

During **morning drop-off** 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 the classroom. A teacher will then take them inside to wash their hands

During **afternoon pick-up**, parents may enter the classroom to collect their child's belongings.

Room Parents

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

Little Angels: Chandra Gonzalez

Preschool: Loran Tolbert (Chair)

Pre-K: Amanda Guslani

TK: Nicole Pitarre

Birthdays

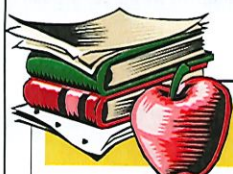


Children are invited to celebrate their birthdays at school. If you would like to bring a special snack for your child's class please inform the Head Teacher so she can put your child on the birthday calendar.

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

Parents are asked to provide a nutritious lunch for their child if he or she is scheduled to stay for the noon hour. All Little Angels have lunch at school at 11:15 a.m. *On an emergency basis only, Treehouse will provide lunch for a \$5 fee.*

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.

23-24 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-Kayla Sancada
kayla@treehousepreschool.org

Bookkeeper-Kayla Sancada
kayla@treehousepreschool.org

Please contact Kayla 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.

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!**

Financial Information



SAMPLE CHECK

Date September 1, 2016 1234

Pay to the order of Treehouse First Covenant Church \$xx.xx

xx and xx/100 dollars

Memo Treehouse

Signature

Reminder!

Tuition Payments

The Treehouse school year runs from September through June. Tuition payments are due on the first of each month for the following month.

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 \$10.00. If tuition is not received by the 15th calendar day, your child will be dropped from enrollment.

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 2016 year-end statement for tax purposes.

Absences & Withdrawal

All students are contracted for 10 months, September 2023 - June 2024. 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 2023-2024 School Session.

Drop-In Hours

Due to staffing shortage, there will be no drop-in hours.



Students Signed Up for 9am-4pm

Students signed up for the Extended Program: 9am-4pm must arrive anytime after 9am and be picked up by 4pm. Any late pick-ups after 4:05 will be charged a late fee of \$15 per hour starting at 4:05pm.

Students Signed Up for 7:30am-6pm

Students signed up for the Full-Time Program: 7:30am-6pm must arrive anytime after 7:30am and be picked up by 6pm. Any late pick-ups after 6pm will be charged \$1 per minute starting at 6pm. This is to be paid to the closing teacher.