



# Treehouse News

2015-2016 School Year

## WELCOME!

Welcome to the 2015-2016 School Session! We look forward to a great year, filled with learning and fun for everyone.

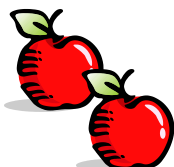
The early childhood years are the most important stage in a person's life. These formative years are a crucial time for parents and educators to provide positive experiences and instill strong character in children.

We're grateful you have chosen Treehouse for your child's education. God has blessed us with a wonderful professional staff who love the Lord and are called to work with children. You will enjoy getting to know them.

We welcome you to Treehouse. May God bless your time at our school.

Sincerely,

Jan E. Nienu  
Director



## Treehouse Staff 2015-2016

### Little Angels Class

Loretta Nelson, Head Teacher  
Heather Kuniyoshi, Teacher  
Kristina Olsen, Teacher

### Preschool Class

Beverly Martin, Head Teacher  
Janet Colello, Teacher  
Rhonda Jimenez, Teacher  
Sharon Trueworthy, Teacher

### Pre-Kindergarten Class

Rina Woodfin, Head Teacher  
Jill Gilmete, Teacher  
Versie Jackson, Teacher (T/Th)  
Tracy Lafontaine, Teacher (M/W/F)  
Lorena Torres, Teacher

### Kindergarten & K Prep Class

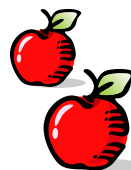
Blenda Yung, Head Teacher/Asst. Director  
Carmen Bethke, Teacher

### Kitchen Coordinator

Chung Taylor  
Susan Green

### Administrative Staff

Jan E. Nienu, Director  
Denise Bannister, Office Administrator  
Mary Lindquist, Bookkeeper



We have amazing team members at Treehouse to support you. We will not be able to give you our attention while in the classroom as we need to be with your children. Should you need any support in any way, please call the office for an appointment to see me or any of the head teachers. We are here to hold your hand, love and support you and pray with you as you raise your wonderful children. Thank you for choosing Treehouse for your child's education.



First Covenant Treehouse Preschool & 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

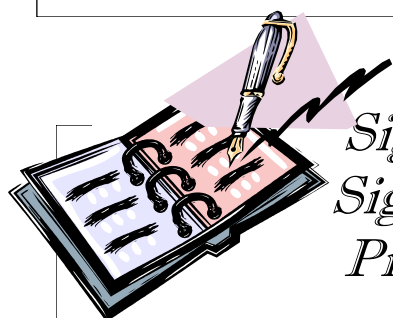


### *Parent – Teacher Communication*

Written information to parents will be found next to the sign-in and sign-out book in a file labeled with your child's name. Please be sure to check this file on a regular basis.

Newsletters will be sent out at the first of each month. Please read them carefully. They will provide you with information about events taking place in the classroom.

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.

### *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 jackets.



We want to welcome Rina Woodfin as Head Teacher in our Pre-K class. She has over 20 years of experience and will be a great asset to our teaching staff.

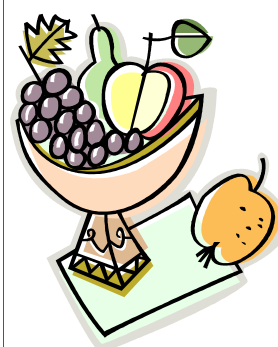


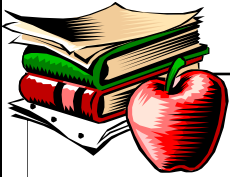
Teacher's Maegan Dedrick and Rebecca Diamond have decided to stay home with their babies. We will miss them, but look forward to their visits!

### *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.





## General Information

### *Lunch Time*

Parents are asked to provide a nutritious sack 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.

### *15-16 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.

### *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.

Home: (425) 572-1155 Cell: (425) 306-5447

### All



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

### *Contact Information*

Director-Jan Nienu  
jan@treehousepreschool.org

Office Administrator-Denise Bannister  
denise@treehousepreschool.org

Bookkeeper-Mary Lindquist  
bookkeeper.treehouse@gmail.com

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

### *Drop Off & Pick Up*

Please drop off and pick up your child at your scheduled time. If you are scheduled for a 9:00 am drop off, children dropped after 8:00 am but before 9:00 am will be charged one hour drop in. Those dropped before 8:00 am will be charged a second hour of drop in.

Children picked up after their scheduled 12 noon or 4:00 pm pick up time will also be charged one hour of drop in for every hour or portion of an hour that they are left here.

We appreciate your cooperation as we arrange staffing according to the number of students we have enrolled.

### **For Your Information:**

Every Friday Treehouse staff will come together for prayer from 8:30-9:00 am.

# Financial Information



## SAMPLE CHECK

Date September 1, 2015 1234

Pay to the order of Treehouse FCC \$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:

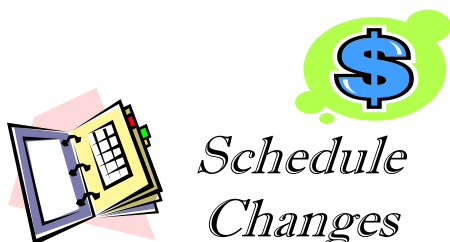
Please let us know if you will need a receipt. We will be happy to print you a monthly Account Statement. Also, let us know if you will need a 2015 year-end statement for tax purposes.

## Drop-In Hours

**Hours:** Extra hours or drop-in childcare is offered on a space available basis between 7:30 a.m. and 6 p.m. on the day that your child is regularly scheduled to be in school. **Notification:** Please request drop-in care by completing a **Drop-in Request Form** found in the sign in area and returning it to the office at least 24 hours in advance. Drop-in hours must be approved by the Director.

**Cost:** The charge for drop-in is \$10.00 per hour. There are no partial hours for drop-in. You will be charged for a full hour, even if you only use 5, 10, or 15 minutes of drop-in outside your regular schedule. Any late pickups after 5 minutes will be charged a full hour.

**Payment:** Please add the total number of hours used and include payment with the next month's tuition. If you do not do so, you will receive an invoice for drop-in hours used. Please pay the amount due promptly.



## Schedule Changes

Please note that any schedule changes will be approved on a space available basis. There will be a \$10.00 processing fee for each schedule change.

## Absences & Withdrawal

All students are contracted for 10 months, September 2015 - June 2016. 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 2015-2016 School Session.