



# Treehouse News

2019-2020 School Year

## WELCOME!

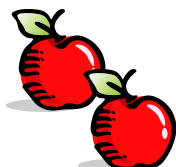
Welcome to the 2019-2020 School Session! We look forward to a great year, filled with learning and fun for everyone.

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.

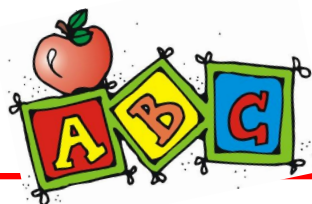
We're grateful you have chosen Treehouse for your child's education. God has blessed us with a wonderful professional staff who love the Lord and are called to work with children. You will enjoy getting to know them.

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

Sincerely,



Jan E. Nienu  
Director



## Treehouse Staff 2019-2020

### Little Angels Class

Loretta Nelson, Head Teacher  
Heather Robertson, Teacher  
Taiko Roskothen, Teacher  
Natalie Wynne, Teacher

### Preschool Class

Beverly Martin, Head Teacher  
Jenna Banks, Teacher  
Jill Gilmete, Teacher  
Rhonda Jimenez, Teacher

### Pre-Kindergarten Class

Rina Woodfin, Head Teacher  
Candice Cheung, Teacher  
Diana Mitchell, Teacher  
Wina Pangemanan, Teacher  
Lorena Torres, Teacher

### Transitional Kindergarten

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

### Kitchen Coordinator

Candice Cheung

### Administrative Staff

Jan E. Nienu, Director  
Denise Bannister, Office Administrator



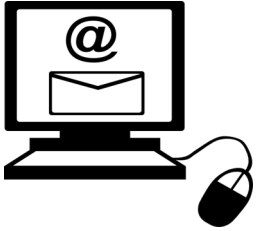
This year we welcome **Candice Cheung and Natalie Wynne** to our staff. Candice will be in the kitchen in the morning and teaching in the Pre-K Class in the afternoon.

Natalie will be joining the teachers in the Little Angels Class. Please be sure to introduce yourself!



First Covenant Treehouse Preschool & Transitional Kindergarten  
4000 Redwood Road, Oakland, CA 94619  
(510) 531-0320 Fax (510) 842-0531  
[www.treehousepreschool.org](http://www.treehousepreschool.org)  
Email: [Jan@treehousepreschool.org](mailto:Jan@treehousepreschool.org)

# General Information



## Parent – Teacher Communication

Newsletters will be emailed to both parents at the beginning of each month. Please read all emails carefully. They will provide you with information about events taking place in the classroom.

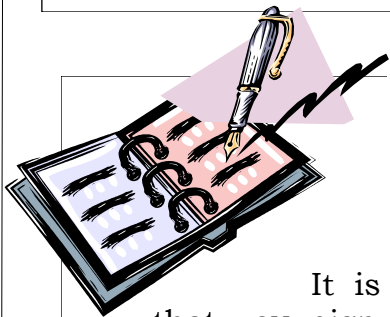
If information needs to be given in the middle of a month, it will be disseminated in the same manner.

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 attention during class sessions.

## 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.



## 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.

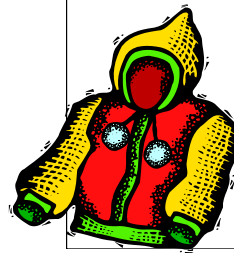
## Clothing



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.

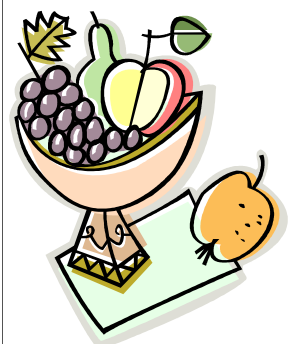


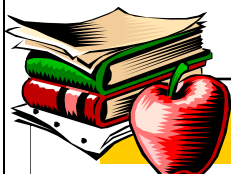
Please remember to label all clothing, including sweaters and jackets.

## 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.

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.

### *19-20 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.

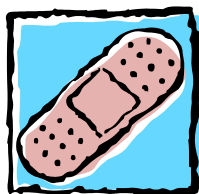
Throughout the school year, please inform the office in writing if you have any new family information such as address or phone number changes or people authorized to pick up your child.

### *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-Denise Bannister  
bookkeeper.treehouse@gmail.com

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

### *Early/Late Fees*

If an emergency has arisen and you have permission from the director for early/late services, you will be charged \$10 per hour or any portion of an hour for time here before or after your scheduled hours.

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



Please drive slowly  
through the  
parking lot!

# Financial Information



**SAMPLE CHECK**

Date September 1, 2019 1234

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

Memo Child's Name

*Signature*

Reminder!

## Tuition Payments

The Treehouse school year runs from September through June. Tuition payments are due on the 1st 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.

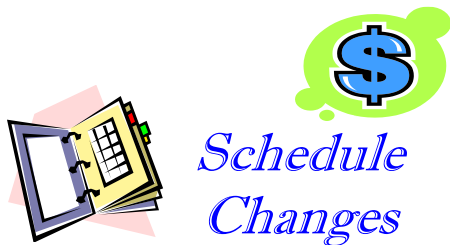
**Drop Box:** For your convenience, there is a tuition drop box in the Treehouse office door. Payments may also be mailed.

**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 2019 year-end statement for tax purposes.

## Drop-In Hours

Drop in hours will no longer be available at Treehouse. Our full enrollment this year will not allow us to keep children beyond their scheduled time.



## 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 2019 - June 2020. 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 2019-2020 School Session.