



## First Covenant Treehouse Preschool & TK

4000 Redwood Road ♦ Oakland, California 94619

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October 1, 2020

To: Treehouse Family  
Re: Important Reminders  
From: Jan Nienu, Director

We are enjoying getting to know the children. The children are slowly settling down and making new friends as well as renewing old friendships. Thank you for sharing your precious little ones with us.

### **Tuition Fees Are Due by the 5<sup>th</sup> of Each Month:**

Beginning with the amount due October 1, tuition received after the 5<sup>th</sup> of the month will be charged a late fee of \$10.

### **Sign-In and Sign-Out:**

It is very important that you sign your child in and out when you drop off and pick up. Please use your full signature, not just your initials, and always indicate the exact time.

Please drop off and pick up your child on time, according to your contracted schedule. If your child is picked up five minutes past your scheduled time, a one-hour drop-in fee of \$10.00 will be applied to your account. The same policy applies to early drop off.

### **Birthday Celebrations:**

For your children's birthday celebrations in the classrooms, please provide healthy and nutritious snacks such as yogurt, fresh fruit, jell-o cups, little muffins, little boxes of raisins, etc. Please **do not send peanuts or tree nuts for birthday snacks as some of our kids are highly allergic to these items**. We do not recommend cupcakes as the children joyfully lick off the frosting and throw away the rest. Remember to let your child's head teacher know in advance about all birthday celebrations.

### **Children's Lunch:**

Please send a healthy lunch, for example half a sandwich, fruit, water or juice. Do not send soda, candy or doughnuts for lunch. Make sure that fruit such as grapes have been cut into bite size portions to prevent a choking hazard. Please help your child grow and learn by fueling their bodies and minds with nutritious food.

### **Pumpkin Patch:**

First Covenant Church will be hosting a drive through Pumpkin Patch activity this year on Friday, October 30 from 3:30 p.m. – 6:30 p.m. Please invite all your friends and neighbors and come join us for a fun evening. We look forward to seeing all of you!

**In-Service, October 8 & 9:**

School will be closed Thursday & Friday, October 8 & 9, for staff in-service.

**Special Reminders:**

Label all clothing and send your child in washable play clothes. For your child's comfort, please dress them in loose play clothes with an elastic waist and tennis shoes. Please do not send your child in overalls, belts or sandals.

**Candy Donation:**

You can donate three large 5 lb. bags of candy for the Pumpkin Patch to fulfill your volunteer hours for 2020-21. Please bring your donation to the office by October 23. **NO HARD CANDY PLEASE. Please write your child's name on the bags so that we can keep track of who donated.** You also have the options of donating money to Project Love and Care or bringing lunch one day for the staff to fulfill your volunteer hours.

**Pumpkin Parties:**

We will be having our in-class Pumpkin Party on Friday, October 30. We cannot wait to see the cute costumes this year!

As always, please feel free to come see me with any concerns. It is a privilege for us to serve your children and your family. Looking forward to the rest of a great school year! Take care and God bless your family.