



First Covenant Treehouse Preschool & TK

4000 Redwood Road ♦ Oakland, California 94619
Telephone: (510) 531-0320

Date: September 13, 2024
To: Treehouse Parents
From: Jan E. Nienu, Director
Re: Important events

Welcome to Treehouse Preschool. We look forward to an amazing year together with your family. It is a privilege to have your family here with us at Treehouse. We are enjoying getting to know our new children. It is also a real joy to have our students back from last year all grown up, much taller, and wiser.

The children are making friends with each other and are learning our classroom rules. While we still experience some crying in the Little Angels and Preschool classes, it is getting better each day. They are feeling more comfortable with our teachers and their new friends. Please know that your children are in good hands.

The staff at Treehouse are experts in what they do. They are kind, caring and conscientious. They are all loving and exceptionally gifted. The majority of the Treehouse staff have served here for many years and they know the drill. They are here to love, support and teach your children.

As parents, it is difficult to leave our crying children behind but know that your children are so loved. Say a prayer for your child and for the teachers when you feel a little sad. On a brighter note, after they settle down and make friends, they will not want to come home. Some of the children who cried the first few days are now smiling at each other. Good job parents for hanging in there. Things will get better, we promise.

We still have spaces available in all the classes. Please tell your friends and neighbors about Treehouse. We would love to have them.

The following are a few important reminders:

School Pictures: Thursday, September 19 and Friday, September 20.

Marielle Hayes will come and take pictures of our children. The pictures will be taken outside so dress your child accordingly. To avoid distractions, we ask that parents do not stay for the picture taking.

The Little Angels and Preschool Classes will take their pictures on Thursday, September 19, and the Pre-K and Transitional Kindergarten students will have their pictures taken on Friday, September 20.

Pictures will be available for viewing online. There is no obligation to purchase the pictures. To participate please fill out the form and return it to the office. The photo purchase forms will be in your sign in/out forms.

Tuition Fees Are Due by the 1st of Each Month

Beginning with October tuition, which is due Sept 1st, payments received after the 5th of the month will be charged a late fee of \$15. If you have not paid for October tuition, please do so as soon as possible. Remember, payments are due one month ahead.

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.

Tuition Checks

Checks can be made payable to “**Treehouse First Covenant Church**” or “**First Covenant Church Treehouse**”. Both are accepted by the bank. Please use the memo line for your child’s name and month of tuition you are paying for. Also, we deposit checks based on the date written. If you would like us to hold a check or deposit it later, please post-date it and leave a note with the check.

Change of Clothes

Please bring a change of clothes for your child to be kept at school for emergency use. This includes a top, pants, undies, and socks. They will be returned to you at the end of the school year.

Treehouse Family Connection

Every year, we release a school directory for Treehouse families. This will be released in November and each family will receive a copy. The school directory contains the name and photo of each child as well as contact info such as addresses, phone numbers, and emails. The school directory is for personal use only such as playdates or out of school birthday parties. If you do not wish to include your child’s photo or parts of your contact info in the directory, please email Jan or Kayla.

Parking Lot

Please be careful when backing out of parking spaces. We have many small children that are hard to see. Remember to drive slowly.

Japanese Language in PK

Teacher Taiko will be teaching basic Japanese in the PK class.

Spanish Language in TK

Teacher Lorena will teach basic Spanish curriculum in the TK classroom.

Lunch Preparation

When preparing lunch for your child, please be sure to have all items bite size. Food such as **grapes, olives** and **cherry tomatoes** need to be cut in quarters or smaller as it can be a choking hazard.

Early Drop-off & Late Fees.

Children with a 9:00-4:00pm schedule must be picked up promptly at 4:00 pm. 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 regular use. Any time written before 8:55am and after 4:05pm will be charged an early drop-off/ late pick-up fee of \$15. The policy is \$15 per hour for the full hour, even if you are 10 minutes early or late.

Children who are on the full time 7:30-6:00pm must be 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. There is \$1 per minute late fee starting right after 6:00 pm, which is to be paid directly to the waiting teachers.

Please feel free to contact me if you have any questions. I will be very happy to meet with you and comfort you in any way I can as we make this transition together. Remember that children are not the only ones going through separation anxiety. The grown-ups are also experiencing separation anxiety as you enter a new chapter in your lives. Sending your little ones to a new school is huge. It is an adjustment for the entire family. May you be blessed and find joy as you celebrate this new season in your lives. I am here to support you, pray with you and hold your hand during this exciting new season. You are welcome to email me at jan@treehousepreschool.org.