The Learning Treehouse Preschool

Parent Handbook

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MISSION STATEMENT

The goal of The Learning Treehouse Preschool is to prepare young children academically, emotionally, socially, and physically upon entering the Poway Unified School District while at the same time encouraging a love of learning in a secure, friendly, and nurturing environment. At our school, we teach the whole child, with an emphasis on nurturing the child's spirit and building character development.

PHILOSOPHY

At The Learning Treehouse Preschool, we believe that children learn best when they are safe and comfortable. Although we encourage academics and strive to prepare children for the PUSD, we also realize that establishing a love of learning in preschool will lay the foundation for a lifetime of successful learning. Children inherently love learning and when comfortable, they will naturally seek knowledge. We understand that children develop at different rates and have different learning styles, therefore, we present lessons in a variety of modalities.

EDUCATIONAL GOALS

The primary educational goals of The Learning Treehouse Preschool include:

1. To provide each child with the opportunity to develop emotionally, socially, academically, and physically.
2. To encourage sharing and respect for others.
3. To nurture each child's abilities while providing them with the developmental skills that are necessary for success.
4. To provide a fun, challenging and creative environment which encourages exploration and develops a love for learning.
5. To gear and prepare children for kindergarten.

SCHOOL POLICIES

ADMITTANCE

The Learning Treehouse Preschool serves children who are between the ages of 1 ½ and before entering grade school. Prior to admittance, a tour is encouraged so we can have the opportunity to meet you and your child. We will utilize this time to introduce our school, the curriculum we use, and your child's possible teacher. We can discuss your child's developmental progress and his/her needs so we can create goals to assist your child's success while in our program and beyond.

The following forms are needed for enrollment at The Learning Treehouse Preschool: Identification and Emergency Information (LIC 700), Child's Preadmission Health form (LIC 702), Physician's report (LIC 701), Immunization records, Consent for medical treatment (LIC 627), Admission agreement, Notification of parents' rights (LIC 995), and children's rights (LIC 613A). Students with medication that needs to be administered will also need to have an "Authorization for dispensing medication" on file. All the forms are linked to our website under the "enrollment" tab.

Should you decide to enroll your child, please complete and return the Admissions Agreement with the non-refundable Annual Registration ($100) and Deposit ($100) to save a position for your child. This deposit will be applied towards your first tuition payment or material fee.

HOURS OF OPERATION

The Learning Treehouse Preschool is open Monday through Friday from 7:30 am until 5:30 pm. We serve children between the ages of 1 ½ and before kindergarten.

Full Day Schedule 7:30am-5:30pm
Half Day Schedule (Preschool) 8:30am-12:30pm
Half Day Schedule (Toddler) 8:00am-12:00pm

ARRIVAL/DEPARTURE

It is required by law that upon arriving and departing each child must be signed in and out of school. Parents will be required to sign their child in and out on the Brightwheel app on our iPad. If you prefer to use your own phone (iPhone or Android), this will require opening the app, scanning the barcode, then inputting your personal 4-digit code (each parent will have a unique code). Parents can also sign in and out using the app on our tablet. Each classroom has their own tablet for parents to use. If for some reason the app is unavailable, we can sign your child in or out. A sign-in/out sheet may also be available for parents to sign their child in or out with a full signature and the time. Parents/guardians dropping off need to contact with the staff upon drop off, and the drop off person must stay until the child is "accepted". Children may only be picked up by an adult who has been listed on the identification and emergency form and will need to know the 4-digit code to sign-out. Anyone other than the primary person listed on the form will be required to show identification. Any person that is not listed on the identification and emergency form will not be given permission to leave with the child.

Children will be inspected for illness upon arrival. Students with obvious symptoms of fever, vomiting, lethargy, etc. will not be admitted to the center. If your child has been exposed to a contagious disease or has been sick, please make sure that a doctor has approved of your child's remittance.

Parents/guardians are responsible for providing transportation for their children to and from our facility. The Learning Treehouse Preschool will not be responsible for transporting children. Parents/guardians are responsible in notifying our school if transportation is late. **A late fee of $1.00 per minute will be charged for late pick-ups. A late fee of $30 will be**

charged if a child is picked up 15 minutes past the scheduled pick-up time to cover the staying teacher's overtime payment.

ABSENCES/ATTENDANCE

Please notify The Learning Treehouse Preschool staff if your child will be absent or tardy. Also, if sick, please notify the staff of symptoms of your child's illness. If your child has a fever, vomiting, diarrhea, or signs of a contagious disease, we would like to know as this may help us assess trends in illnesses. If your child has such symptoms, please allow 24 hours for your child to be symptom-free before returning to school. Please give us 30 days' notice if you plan to withdraw your child from our program. The Learning Treehouse Preschool will not refund tuition for unused attendance days, or for students who are withdrawn from the program without 30 days' notice.

HOLIDAYS/VACATION

The Learning Treehouse Preschool loosely follows the Poway Unified School District academic calendar. We follow most of the PUSD holidays and weekly closures. Below is the list of holidays we observe as well as the weekly closures for the entire year. This list can also be found on our website, thelearningtreehousepreschool.com, under the Holiday/Closure Schedule. Refunds will not be given for the holidays and closures observed. During the weeklong closures—Thanksgiving Week, two weeks of Winter Break and one week of Spring Break, tuition is still required.

Holidays observed:
Labor Day
Veteran's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Staff Development Day (Last Friday of school year)
Juneteenth (Summer Session)
Independence Day (Summer Session)

Weekly closures: Aligned with PUSD
Thanksgiving Week (1 week)
Winter Break (2 weeks)
Spring Break (1 week)

Continuity is important for young children, so summer programs will be offered. The curriculum in the summer will be slightly lighter and children will have more unstructured time for art, play, music, and exploration. For the summer program, we will observe Juneteenth (June 19th) and Independence Day (July 4th).

TUITION AND FEES

Tuition Fee (Summer/Fall 2024)

Program Age Group	Time	5 Days Bi-Weekly Rate	3 days Bi-Weekly Rate	Annual Material Fee (Yearly)	Annual Registration Fee (Yearly)
Preschool Full-Day Program (3+ yr. old)	7:30am-5:30pm	$750	$480	$150/5 days $100/3 days	$100
Preschool Half-Day Program (3+ yr. old)	8:30am-12:30pm	$450	$300	$150/5 days $100/3 days	$100
Toddler Component Full-Day Program (1.5+ yr. old)	7:30am-5:30pm	$800	$510	$150/5 days $100/3 days	$100
Toddler Component Half-Day Program (1.5+ yr. old)	8:00am-12:00pm	$500	$330	$150/5 days $100/3 days	$100

*Extended care service is available for half day students, Monday-Friday 12:00-5:30PM, at a rate of $15 per hour. Please let us know in advance if you are planning to do this.

Hours:

Half-Day Schedule for Toddlers: 8:00am-12:00pm
Half-Day Schedule for Preschoolers: 8:30am-12:30pm
Full-Day Schedule for all: 7:30am-5:30pm

Tuition for the first two weeks, registration fee, and material/deposit fees are due before the student's start date. Please make payment on Brightwheel or with a personal or cashier's check. Tuition invoices will be sent 7 days before the due date and is paid bi-weekly. A late fee of $25 will be due the following day if tuition is not paid on the due date. All tuition balance owed must be paid before the service day for your child to continue to attend.

We offer a 5% discount for military families and a 5% discount for siblings who are attending full time. Full time is considered Monday-Friday 7:30am-5:30pm. Discounts may not be combined.

We accept subsidy payments. Our school is enrolled with YMCA, CDA, MCCYN and FEEA/FCS.

To save your child's position, please complete our Admission Agreement and return it with a non-refundable $100 Registration Fee and non-refundable $100 deposit. The deposit will be applied towards your child's first tuition payment or Material Fee. Please make checks payable to The Learning Treehouse Preschool**.** A 30-day notification will be given if any changes are made regarding tuition.

COMMUNICATION

We strive to have open and positive communication with our parents. The Brightwheel App will be our main source of communication. In this app, you will be informed with your child's schedule, monthly snack menu, activities, progress, fees and other paperwork that you may need to follow-up on. It also includes a messaging system between you and your child's teacher, the director, and the school. Photos taken of your child will also be sent on this app. Here, you can find updates and information about our program and curriculum for the week. Information and student projects will be sent home on a daily/weekly basis. The children will have a classroom file that contains info to go home every day. Please feel free to speak to us about any problems that your child may be experiencing at school or at home. Whether letting us know about an issue at home or school, we want to hear the good and the bad so we can better serve your family.

All personnel within our school will communicate with the children in a positive way. Children will be spoken to with a respectful tone of voice and adults will show encouragement and a positive attitude toward the children.

GENERAL POLICIES

SAMPLE DAILY SCHEDULE

7:30am	Arrival and Free Choice
9:00	Morning Circle
9:30	AM Snack
9:45	Reading Time
10:00	Morning Outside Play
10:45	Handwashing/Bathroom
11:00	Small Group Table Activities/Zoo Phonics/Free Choice
11:45	Music and movement/Wash Hands
12:00pm	Lunch
12:30	Bathroom/Bedding
1:00	Nap
2:30	PM Snack
3:00	Free Choice/Art
4:00	Afternoon Outside Play
5:00	Inside Table Activities and Free Choice
5:30	Departure

CURRICULUM & ASSESSMENT

The Learning Treehouse Preschool uses Experience Early Learning Curriculum as part of the curriculum to support the PUSD kindergarten academic readiness expectation. We also incorporate Zoo-phonics for phonemic awareness, pre-writing, pre-reading, and spelling skills. Zoo-phonics is aligned with the California state standards and uses a playful format to teach sequential, developmental, and age- appropriate content. Pre-reading and writing, art, math,

science, music, drama, social studies, cooking/nutrition, and physical education are all taught phonemically with this all-encompassing program.

Some of the **skills** we introduce at preschool include:
• Literacy – We focus on language development by singing, rhyming, understanding, and learning sounds (letters and beginning sounds), identifying letters of the alphabet, writing and pre-writing activities.
• Printing - We use a portion of the "Handwriting Without Tears" method and encourage the children to progress from scribbles to letter-like symbols to printing of their name, while allowing children to develop at their own rate. We start by building their small motor development to strengthen their grasp to prepare them for their holding and grasping skills.
• Mathematics – We focus on rote counting, number recognition, one-to-one correspondence, identifying basic shapes, sorting, classifying, and patterning.
• Science – Lots of exploration, predictions, cause and effect activities, understanding body parts and the five senses, awareness of the natural world and living things.

The children will also be exposed to learning activities through centers. Here they will have the opportunity for independent and cooperative play. They will have freedom to make decisions fostering their independence, creativity, critical thinking, and problem-solving skills.

Formal & informal assessments will be completed throughout the year. These assessments will include skills that children are expected to develop in various areas. Teachers may maintain a portfolio for each child and these records may be in the form of observations, checklists, and portfolio items. When necessary, children will be recommended for evaluations for determining the placement of a child. Children who do not exhibit age-appropriate skills in any area may be recommended for further professional evaluation.

MEALS

An AM and PM snack is served daily. AM snack is served between 9:30-10am and PM snack between 2-2:30pm with two food groups being represented (see below). An example of snack includes: cheese and crackers, apples and goldfish, milk and graham crackers, etc. Parents may pack a snack for their child, but please try to keep it healthy. Please refrain from sending candy, sweets, gum, or excessively sugary foods. **All children are expected to bring lunch.** Again, please pack a healthy lunch with a protein source, fruits and veggies, and a small treat if you like. Lunch will be served daily at 11:30am for toddlers and 12:00pm for preschoolers.

BREADS/CEREAL	**VEGETABLES & FRUITS**	**MILK PRODUCTS**
Cheese crackers, Ritz, Graham crackers, Cereal, Bagels, Bread, Cheez-its Fruit bars, etc *Serving size: ¼ cup or 12 grams	Carrots, Celery, Raisins, Craisins, Apples, Bananas, Orange wedges, Dried fruits, Other fresh fruit, Canned fruit, etc. *Serving size: approximately ½ cup	Cheese slices, Frozen Yogurt, Yogurt, Pudding *Serving size: approximately ½ cup

Sample weekly menu:

Monday- apples (1/2 cup) and goldfish crackers (1/4 cup)
Tuesday- cantaloupe (1/2 cup) and banana bread (1/2 slice)
Wednesday- raisins (1/2 cup) and bagels (1/2 slice)
Thursday- oranges (1/2 cup) and animal crackers (1/4 cup)
Friday- bananas (1/2 cup) and graham crackers (1/2 serving)

Please help us avoid choking by cutting hotdogs, grapes, or other common choking foods into smaller bite-size pieces when packing your child's lunch or snack.

**Each child is responsible for bringing a drinking bottled water daily. Should a child run out of water, we will only use purified drinking water to refill their water bottles.

REST TIME

All full-day students will participate in a rest time from approximately 12:00pm-2:00pm for toddlers and 1:00pm-2:30pm for older children. The children will get comfortable in a school provided cot/mat with a blanket and sheet (crib sheet) from home. Bedding needs to be taken home weekly for washing. The children can bring a special sleeping buddy if they like, and calming music will play while they rest.

NEEDS AND SERVICE PLAN (For toddlers only)

A Needs and Service Plan must be completed for toddlers every 3 months, until they reach 24 months of age.

BIRTHDAYS

Your child's birthday is a special day. We enjoy being a part of your child's birthday celebration. You are welcome to bring a treat to share. We would appreciate knowing ahead of time if you plan on bringing a special snack so we can coordinate the details with you. We also encourage you to participate in the celebration by reading your child's favorite book, or perhaps telling a story about your child as a baby.

FIELD TRIPS

Field trips will be planned by the individual teachers and approved by the director. Field trips forms must be completed prior to the field trip date. All forms need a parent's signature; phone calls cannot be substituted for this. Volunteers are always needed for field trips. Parent drivers are required to sign a release form and provide driver's license and insurance verification.

PERSONAL ITEMS

All personal items should be labeled with the child's name. The Learning Treehouse Preschool is not responsible for lost, stolen, or damaged items. If your child is missing a personal item, please check lost and found. If your child is having a hard time separating from an item from home, he/she may bring the item to school. Other than share day, please encourage children to leave toys at home, but if they need to bring it, encourage them to leave it in their "home sack". Toys that encourage violence are never allowed at school.

HEALTH AND SAFETY

MEDICATIONS

Children are not permitted to carry and take medication by themselves. The director or classroom teacher will administer all medications. Medication will be given to your child:

1. If it is a prescription medication- over the counter medication will not be given.
2. If the medication is in the original container with the medication label on it.
3. If the parent has signed the medication dispersal sheet (This sheet must be signed daily).

SUNSCREEN

Should be applied by the parent before the child is brought to school. A staff member can apply sunscreen in the afternoon. However, a form authorizing staff to apply a topical ointment must be filled out by the parent.

MEDICAL RECORDS

Parent/guardians are required by law to complete a health assessment, health history, and immunization form for their child before admission to the school. All children enrolled must have up-to-date shots, for a complete list of necessary shots, please visit the following website: http://www.shotsforschool.org/child-care/. Each child must have a physical examination signed by a physician within 30 days of enrollment. No child may attend our school without a proper medical file completed.

* Parents should notify the director and teacher of any special medical conditions that their child may have especially allergies, asthma, diabetes, etc.

SICKNESS & DISEASE

If your child shows signs of an illness, please be sure to keep him/her at home for the well being of both your child and the other children. The following is a list of symptoms to guide you in deciding if your child should attend school. Your child should not attend if they exhibit any of the following symptoms:

- A temperature 100 degrees or higher orally
- Any undiagnosed rash
- Diarrhea- runny, watery, or bloody stools.
- Vomiting- two or more times in a 24-hour period OR once with other symptoms
- Sore throat with fever and swollen glands
- Sever coughing- child gets red or blue in face or makes a high-pitched whooping sound while coughing
- Pink eye and or eye discharge- thick mucus or pus draining from the eye
- Yellowish skin or eyes
- Unusual irritability or lethargy
- Difficulty breathing
- Mouth sores

For any of the above symptom children will be allowed to return to school after 24 hours of being symptom free. Children sent home from school with vomiting, diarrhea, or fever must be free of these symptoms for a full 24 hours before returning to school. Our teachers check each child daily for symptoms of colds, fatigue, and contagious diseases. You will be called to pick up your child if he/she shows signs of illness. In the event where you can not be reached, we will notify the next person on your emergency contact sheet.

INJURIES:

Minor injuries, such as scratches and bumps, will be reported to parents on an "Ouch Report" via Brightwheel. It will give a description of what happened and how we took care of it. In the event of more serious injuries, such as cuts, sprains and/or broken bones, the child will be made comfortable, and the parents will be called. Should a major and/or life-threatening injury occur, paramedics will be called immediately, and the parents will be notified. Please keep the office informed in writing of any changes to your emergency contact information.

FIRE DRILLS & EMERGENCY SITUATIONS:

Fire drills will occur once a month during the year and disaster drills will occur 2 times yearly to help prepare the children in the case of a real emergency. Disaster drills include fire, earthquake, and lock down drills. Children will learn about exiting safely, staying together, and learn about safety in general. In the event of a medical or dental emergency, our school will contact Pomerado Hospital or dial 911.

In the event of an emergency, the children will be kept at The Learning Treehouse Preschool. Parents should make every effort to pick up their children as quickly as possible. If we need to evacuate the preschool, our secondary emergency location is Vedic Cultural and Spiritual Center of San Diego (building next to St. Bartholomew). Parents are responsible for coverage should there be a dental or medical emergency.

SPECIAL NEEDS CHILDREN:

Students will be assessed prior to enrollment. If students require additional help, we will do whatever we can to accommodate each student. If we find that we are unable to meet the needs of a student, we will help families access resources through YMCA and Poway Unified School District.

STUDENT CONDUCT

GUIDELINES FOR CHILDREN- Code of Conduct

1. Children will show an attitude of respect to adults and classmates.
2. Children will respect all school and other student's property.
3. Children will always keep their hands to themselves and use their words.
4. Children will take responsibility for their actions.

DRESS CODE:

Children should come to school wearing appropriate clothing and the clothing should be appropriate for the weather conditions. Children will play outside unless the weather is stormy, so they will almost always be outside on a daily basis. Please have your child wear socks and closed toe shoes for safety on the playground. Also, keeping children in simple clothing that helps them use the toilet independently. Parents will be asked to bring a back-up outfit in case of an emergency.

DISCIPLINE STATEMENT:

The teacher will deal with inappropriate behavior through positive reinforcement. It will focus on guiding the child toward making good choices. Teachers will model appropriate behaviors and positively redirect children away from situations in which they are misbehaving by providing alternative choices. Teachers are responsible for teaching children how to solve problems without violence and in a way that is beneficial for that individual child as well as for the whole class.

Teachers may use:
1. Verbal praise and encouragement
2. Reward charts
3. Class reward system

The goal of disciplinary actions is to help children recognize their limitations and to make appropriate choices. If a child is not cooperating with the efforts of the teacher, the teacher may use:
1. Redirection or take a break.
2. Note to parents.
3. Parent conference.

NO CORPORAL PUNISHMENT IS ALLOWED:

Children shall not be subjected to corporal or unusual punishments that are punitive in nature. This includes interference with functions of daily living including eating, sleeping or toileting or withholding of needs. Children will not be restrained or locked in.

When necessary, the classroom teacher and/or the program director will meet with parents to discuss alternate ways of discipline and rewards for a child. After attempting various behavior modification techniques (if there is not improvement in the situation) the site supervisor/director may contact outside resources to assist both the school and family. If no improvement is noticed after resources have been provided and behavior continues to be disruptive and/or harmful in the school setting, this will serve as "grounds for dismissal".

SECURITY

VISITORS:

You are always welcome to visit your child at school. Volunteers will be asked to sign in and out. Please keep in mind how your child will react to a visit and be mindful of structured academic times. If you are visiting, please jump in as a volunteer and become involved in the activity.

VOLUNTEERS:

**During ANY pandemic, visitors will not be allowed on campus. Please see the director if you have any questions. Volunteers are welcome at The Learning Treehouse Preschool. All volunteers will be required to sign in and out and fill out a volunteer application. Volunteers will be asked to get Department of Justice fingerprint clearance. Volunteers need the following immunizations before working with children- measles, pertussis, and influenza. They will also need TB clearance.

Parents are encouraged to volunteer or even to come in and share a talent. If you paint, play a musical instrument, or have some other unique talent to share please let us know. We are happy to have parents come in to read books, help with field trips, assist in office help, participate in classroom parties, etc.

RIGHTS OF LICENSING AGENCY:

The Learning Treehouse Preschool is licensed through Community Child Care Licensing. As our licensing body, Community Care Licensing has the authority to inspect our facilities at any time. They randomly inspect facilities, review files, and can even interview children. We

welcome their visits and assure you that information viewed is kept confidential. Please see Notification of Parents Rights upon Enrollment.