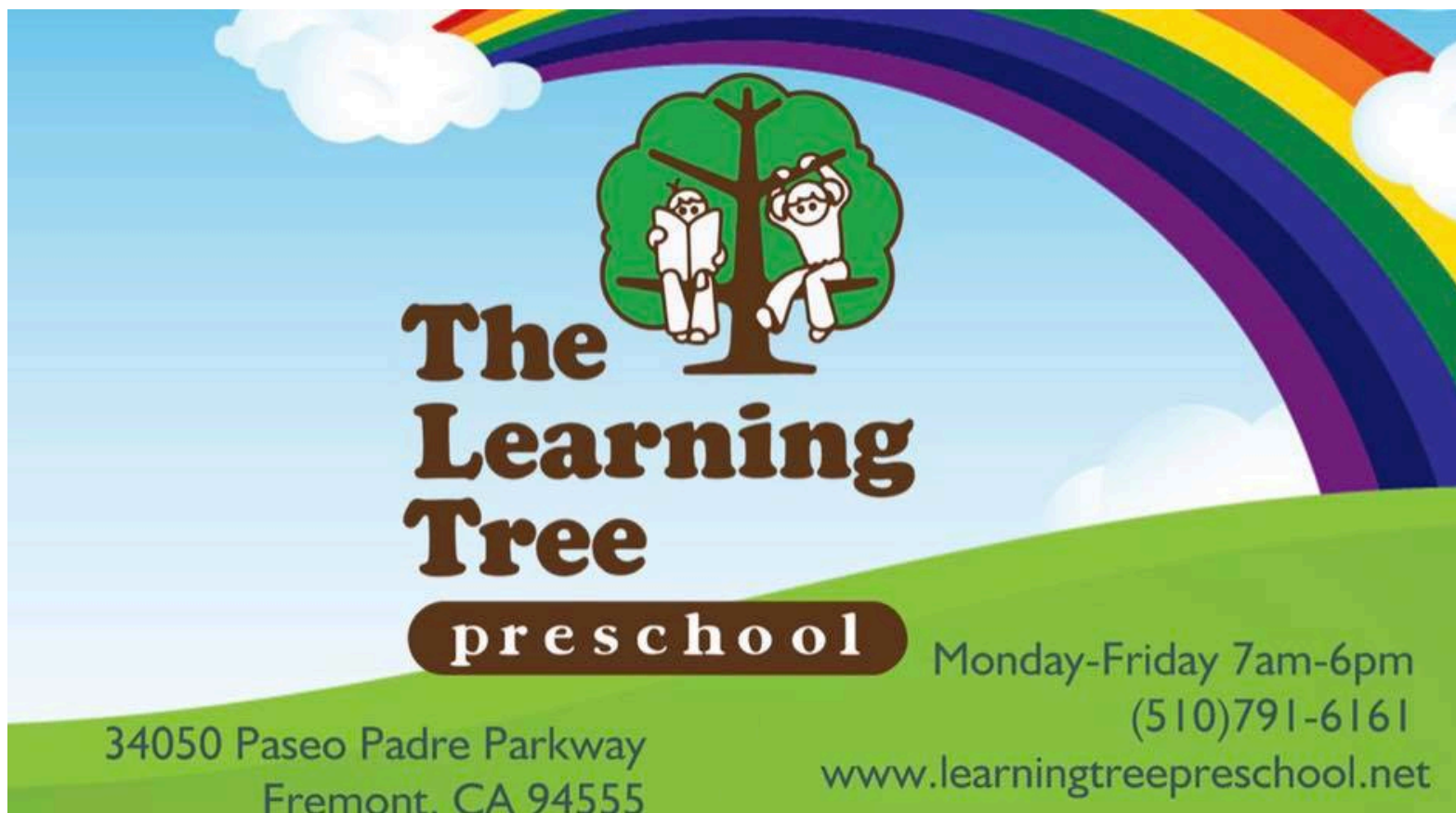




Parent Handbook

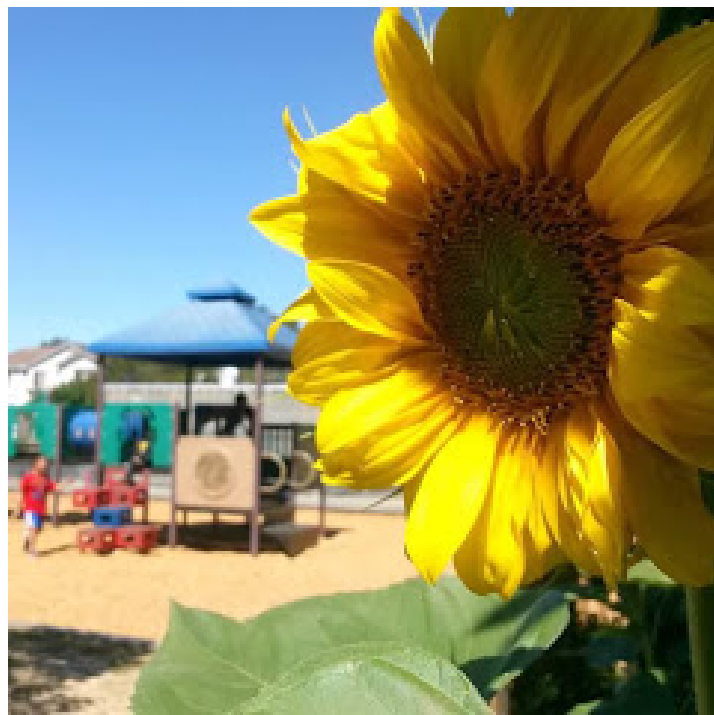


Table of Contents

-Introduction and Vision Statement	Page 1
-Mission Statement	Page 2
-Our Philosophy	Page 3
-Staff Qualifications	Page 4
-Daily Schedule	Page 5
-Parent Informantion	Pages 6-10
*Admission Procedures	
*Sign in / Sign out	Page 6
*Attendance & Vacation	
*Withdrawal	
*Bedding.....	Page 7
*Clothing	
*Meals	
*Birthdays	
*Donations.....	Page 8
*Records	
*Discipline.....	Page 9
*Communication.....	Page 10
-Health and Safety	Pages 11-12
*Health	
*Medication.....	Page 11
*Emergency Evacuation	
*Safety	Page 12
-Holidays and Family Involvement	Page 13



INTRODUCTION:

Welcome to The Learning Tree Preschool! We are a family-owned and operated early childhood program rooted in over 40 years of service to the Fremont and Tri-City communities. At The Learning Tree, we offer a nurturing, inclusive, and play-based environment that values every child and their unique way of learning. Our curriculum is grounded in developmentally appropriate practices, infused with creativity, movement, language-rich experiences, and a deep respect for cultural and individual diversity.

As a bilingual (spoken English and American Sign Language) preschool, we proudly provide accessible learning experiences for Deaf, Hard of Hearing, CODA, and hearing children alike. We embrace neurodiversity and celebrate all abilities, fostering a school culture where children are supported, understood, and encouraged to thrive. Whether your child is taking their first steps into toddlerhood or preparing for kindergarten, our experienced and caring educators are here to walk alongside your family. We believe in the power of connection—between children, educators, and families. We invite you to explore our community, ask questions, and be a part of the magic that makes The Learning Tree a place where children grow in joy, peace, and belonging.



VISION STATEMENT

At The Learning Tree, our vision is to cultivate a warm, inclusive, and creative environment where all children and families feel seen, heard, and valued. We strive to be a model of accessible, ASL-friendly, and culturally affirming early childhood education—rooted in respect, play, and community.

We envision a world where Deaf, Hard of Hearing, and hearing children grow and learn together with joy, curiosity, and compassion—empowered by language, supported by community, and celebrated for who they are.



MISSION STATEMENT

At The Learning Tree Preschool, our mission is to nurture the whole child—emotionally, socially, cognitively, and physically—by providing equitable, bilingual (spoken English and American Sign Language), and developmentally appropriate care for children ages 18 months to 5 years.

We create a warm, inclusive environment where Deaf, Hard of Hearing, and hearing children feel safe, valued, and inspired to learn. Through hands-on exploration, creative play, and meaningful social interaction, we foster confidence, independence, and a lifelong love for learning.

We celebrate neurodiversity, disability inclusion, and the rich cultures within our community. With a commitment to family partnerships, culturally responsive teaching, and communication in all its forms, we empower children to grow with peace, creativity, and pride in their identities.



OUR PHILOSOPHY:

The Learning Tree means caring for children...

The Learning Tree is a child care center with outstanding facilities and programs that assist in the development of preschool children. At The Learning Tree we supply a wide range of materials and experiences which encourage children to choose and explore at their own pace. The program is structured for guidance and success and easily adapts to each child's individual needs. We help your child develop confidence, independence, and security by providing an accepting and creative environment. Parents are always welcome to come and observe our caring staff and stimulating activities. We are dedicated to providing the enriched environment your child needs to learn and grow.

The Learning Tree means growing children...

Growing Bodies: The Learning Tree offers a variety of constructive areas to explore. We provide a wide range of activities that assist in gross motor as well as fine motor development. Climbing, sliding, building, painting, cutting, doing puzzles and many more activities help children to grow.

Growing Feelings: The Learning Tree knows that a young child develops sensitivity, self-motivation, creativity, and confidence when involved consistently in happy and successful experiences. All experiences are geared toward success and appropriate to each child's age and abilities. We help children to grow socially and emotionally.

Growing Friendships: The Learning Tree is aware that children mature as individuals and as members of a group. Our warm and understanding teachers guide your child in sharing space, materials, playthings, attention, and affection. Getting along happily and successfully in a group of children is an important way to grow.

The Learning Tree means serving families...

The Learning Tree staff members have specialized training in Early Childhood Development and are highly qualified to teach preschool children. Feel free to get to know the teachers and keep communication going. They are there to help you as well as your child with any concerns.

The Learning Tree presents materials and experiences that encourage children to explore numbers, letters, colors, shapes, and many other basic concepts at their own pace. Our curriculum is based on monthly themes that keep children stimulated and interested in learning and growing.

STAFF QUALIFICATIONS:

The Learning Tree staff members have specialized training in Early Childhood Development and are highly qualified to teach preschool children. All teachers have completed at least the 12 core Early Childhood Education/Development units required for a Title 22 childcare center, and most have additional education.



- All Teachers and staff are certified in CPR and First Aid.
- All teachers and staff are TB tested and fully immunized.
- All teacher and staff are Live-scan fingerprinted for clearance through the Department of Justice
- All Teachers are Mandated Reporters

Feel free to get to know the teachers and keep communication going. They are there to help you as well as your child with any concerns

DAILY SCHEDULE:

Learning Tree Daily Schedule	
7:00	School opens
7:00-8:30	Free Play
8:30-9:00	Outside (8:45 winter months)
9:00-9:15	Circle Time
9:15-9:30	Snack
9:30-10:30	Outside
10:30-11:30	Scheduled Learning Centers
11:30-11:45	Outside
11:45-12:00	Circle Time
12:00-12:45	Lunch
12:45-3:00	Nap / Quiet Play Time
3:00-3:15	Wake Up
3:15-3:30	Snack
3:30-4:30	Indoor/Outdoor Free Choice Learning Centers
4:45-5:00	Indoor/Outdoor Clean-up
5:00-5:15	Circle Time
5:15-6:00	Free Play
6:00	School closes



PARENT INFORMATION

Admission procedures

Upon enrolling your child, you will have a walk-through of the facility with a staff member. At that time, you will be given a packet with all the forms required to enroll. The staff member will inform you of what needs to be brought in for your child's first day of school. We recommend that your child be brought in to visit their classroom before enrolling to help with the transition period.

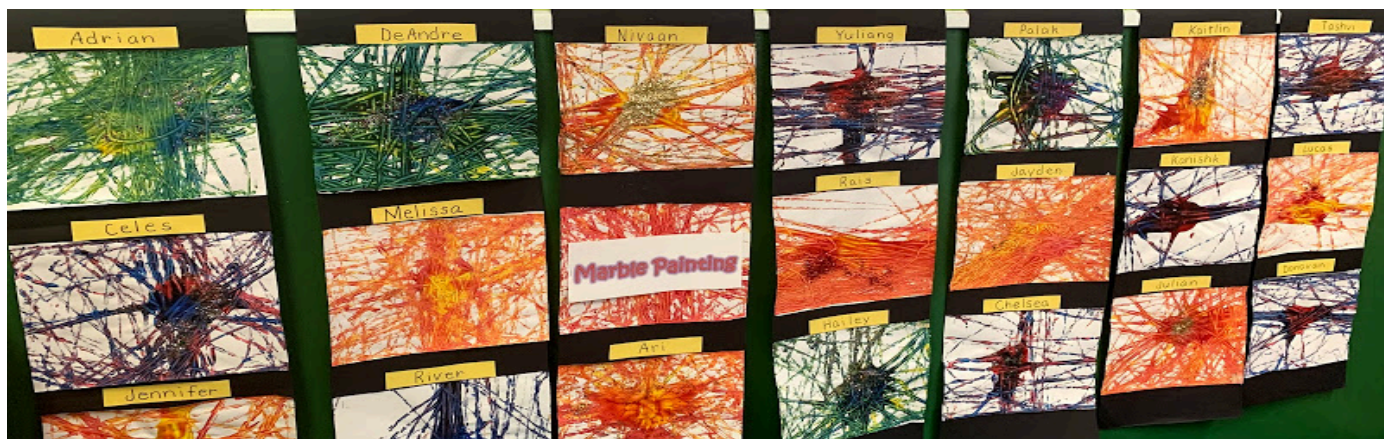
- There is a one-time \$250 non-refundable registration fee
- Our enrollment packet is also available on our website.

Sign in/ Sign out

Every child must be signed in and out each day using the Family App. At the time of arrival and departure, the authorized adult dropping off or picking up must complete the sign-in/out process either on their personal device or the school's device.

Accurate sign-in and sign-out records are required by Community Care Licensing regulations for your child's safety and accountability. Failure to properly sign your child in or out will result in a \$5 fee per incident. This measure is in place to ensure we always know who is on site and can maintain accurate emergency records.

We appreciate your attention to this important policy and your partnership in maintaining a safe environment for all students.



Attendance & Vacation

The weekly tuition may be paid weekly or monthly. All payments are processed through your child's profile on the Famly App. We **do** also accept personal checks, please put your child's name in the memo area of each check. Cash cannot be accepted for tuition payments. Receipts will be given upon request. If your child is absent the whole week, you will be required to pay ½ the weekly fee.

Depending on enrollment, if a child is going to be going on an extended vacation (4-6 weeks) you may pay the \$300-\$350 vacation re-registration fee which will hold your spot for the weeks requested. Written notice **must** be given with a **set return date**. **Two weeks notice is required**. ***Please mark all vacations on your childs profile on the app**

Withdrawal

Two weeks written notice is required for all withdrawals. If written notice is not received, families will still be responsible for two weeks' tuition from the date of notification.

Please note:

The Learning Tree is a private business and reserves the right to withdraw or refuse continued enrollment to any student at any time, at our discretion.

Grounds for immediate withdrawal may include: repeated unsafe or aggressive behavior, failure to follow school policies, or circumstances where the child's needs exceed the support we are able to provide.

We strive to work with each family to ensure success and clear communication, but we also reserve the right to make decisions in the best interest of our program and community.

Bedding

Parents need to provide a standard sized, fitted crib sheet and blanket in a draw string or zipper closing bag for nap time.

These will be sent home each Friday to be washed.



Clothing

Each child has an “extra clothes” box in which we need an extra set of clothes in case of accidents or spills. A note will be sent home if any of the clothing items need to be replaced. If your child is lacking any extra clothing articles, we have some extra clothes that belong to The Learning Tree and are labeled: L.T. Please wash any borrowed clothing and return it to The Learning Tree at your earliest convenience. The children should come to school comfortable and ready for active play. Children may not wear clothing that depicts violence (ie: Power Ranger clothing and shoes are not allowed)

***Please keep in mind the children can often play in the garden with dirt, water and sand and can often get dirty.**

Meals

The Learning Tree serves a morning snack, and an afternoon snack daily. Morning snack is at 9:15 AM and afternoon snack is at 3:15 PM. Children are required to bring lunch from home. No gum, candy, or other sugary snacks are allowed at any time. Breakfast should be eaten at home prior to coming to school.

Birthdays

The children are welcome to bring a healthy snack to share with the children on or near their birthday. Please join us in helping the children choose healthy snacks.

Donations

Any donations of paper and art supplies are much appreciated. Any extra crib sheets or blankets you wish to donate will be appreciated as well. Many thanks in advance to all donations you may be able to provide.



Records

Each child must have a complete file on record with all forms required by the state including: an enrollment form, an admission agreement, a physician's report (LIC 701), a preadmission health history (LIC 702), personal rights (LIC 613A), parents' rights (LIC 995), consent for emergency medical treatment (LIC 627), a copy of your child's immunization records, and an emergency contact form. This file will only be accessible to you, The Learning Tree staff, and a person designated by Community Care Licensing who reviews our records for compliance purposes.



Discipline

The Learning Tree is committed to supporting the personal rights of every child in our care, in accordance with California Title 22 Community Care Licensing regulations.

We encourage positive guidance strategies that help children learn self-regulation and conflict resolution. This includes modeling appropriate behavior, offering choices, and using redirection when necessary. Teachers support children by helping them use words to express their emotions and solve conflicts. Age-appropriate expectations are set, and consistent routines and boundaries are maintained.

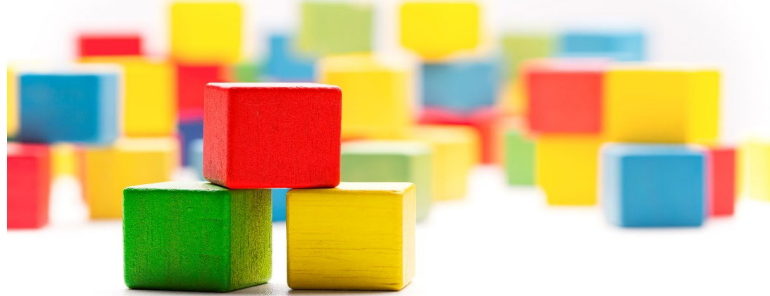
When behavioral challenges arise:

- Staff use positive reinforcement and guidance techniques.
- Children may be redirected to another activity or area.
- Teachers may document and communicate concerns to parents.

If behavior persists, a meeting with the Director and family may be requested to collaborate on support strategies

At no time will any child be subjected to corporal punishment, threats, humiliation, intimidation, or any punitive measures that violate their personal rights.

All discipline at The Learning Tree is based on respect, understanding, and a commitment to helping children thrive in a safe and nurturing environment.



Our staff welcomes comments and suggestions to improve the quality of care to the child. When areas of concern arise, the problem should be brought to the attention of the classroom teacher who will hear your concern/suggestion and attempt to work through the problem. If additional communication is necessary, the problem should be taken to the director.

Alee - Director
thelearningtree1980@gmail.com

Katelyn - Assistant Director:
katelyn.learningtree@gmail.com

Jenna -Owner/ Licensee:
jenna.learningtree@gmail.com

Please make sure you are set up with our tuition and communication app called "Famly". It is a great way to stay in communication with all teachers and staff, upcoming events, photos and more.

www.learningtreepreschool.net

510-791-6161



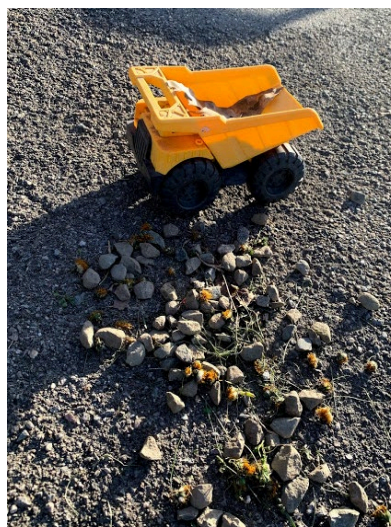
HEALTH & SAFETY

Health

The Learning Tree is a place for healthy children. We ask for your cooperation in keeping sick children at home. This would include a high fever, acute symptoms of cold or flu, diarrhea, vomiting, unidentified rashes, and drainage from the eyes. If any of these symptoms develop while your child is at school, we will contact you for arrangements to be made for immediate pick up. **Please make sure all your contact information is always up to date and that there is always a way to get a hold of the parents or other emergency contacts.** Sick children must remain at home until symptoms are gone for 24 hours. For fevers, the child must have a normal temperature of 98.6 for a **full 24 hours** before returning to school. We may request a written clearance from the doctor.

Medication

Medication will be given to children at 12:00 and 4:00 to children who require it and have a fully completed medication permit. Medication permits are available in each classroom and must be completed and signed. The medication administered must be in its original container and labeled with your child's name. One permit for each medication must be filled out. No Tylenol, Advil, Motrin, Aspirin, or any other medication that may mask a fever will be given at The Learning Tree unless there is a doctor's note that states that the medication is required for pain only



Emergency Procedures

Emergency contacts should be kept up to date in your child's file.

Evacuation Plan: If at any time it became necessary for us to be evacuated from the school site, we would first go to the church next door:

**Community of Christ
34050 Paseo Padre Pkwy.
(510) 792-1826**

If that site were unavailable or we needed to go further, we would be evacuated to: **Warwick Elementary School
3375 Warwick rd.
(510) 793-8660**

- We participate in regular fire drills and earthquake drills to make sure the children know what to do in the event of such an emergency.
- CPR and First Aid classes are made available to all teachers annually, most if not all our staff members are certified in CPR and First Aid.

Safety

The City of Fremont has required that a one-way traffic flow be developed for safety. Cars should enter at the west driveway on Paseo Padre Pkwy. (closest to Fremont Blvd.) and exit from the east driveway. Please park in designated parking areas.

Remember that the handicapped parking spaces are for those individuals with permits for these areas. Children may not be dropped off in the parking lot area but must be escorted into the classroom and signed in.

Please do not leave any children unattended in your car at any time in the parking lot.

The children come in from the playground at 5:00 PM each day, at which time the playground is closed. For liability reasons, you may not take your child out to play on the playground where there is no teacher to supervise. If you wish to see your child "in action" on the playground, please come before the children go in for the day.

All childcare centers are held accountable to be in compliance with state requirements by:

The Department of Social Services / Community Care Licensing
1515 Clay St. suite 1102 Oakland, CA 94612 (510) 622-2602



Holidays

The Learning Tree will be closed on the following holidays:

New Year's Day
 Martin Luther King Jr.'s Birthday
 President's Day
 Spring Staff Development Day (usually in March)
 Memorial Day
 Juneteenth
 Independence Day
 Teacher Work Day (Friday before Labor Day)
 Labor Day
 Veterans Day
 Thanksgiving Day
 The Friday after Thanksgiving
 Christmas Eve
 Christmas Day



Family Involvement

We welcome family input, involvement, and participation in any and all special events. Open communication via our Family app is welcome and encouraged. Families are welcome to check on their child throughout the day any time via phone call. We view families as our partners in the community and in the development of their children.



The Learning Tree Preschool

Parent Handbook Acknowledgment Form

As part of the enrollment process, The Learning Tree Preschool requires all families to review and acknowledge our Parent Handbook. This document outlines important information regarding our policies, procedures, and expectations. Please read the form below carefully and sign where indicated.

I, _____, parent/guardian of
_____, confirm that I have received and reviewed
the current Parent Handbook for The Learning Tree Preschool.

By signing this form, I acknowledge and agree to the following:

- I have read and understand the policies, procedures, and expectations outlined in the Parent Handbook.
- I understand and accept the **withdrawal policy**, including notice requirements and financial obligations as described in the handbook.
- I understand that **The Learning Tree Preschool is a private business** and, as such, **reserves the right to refuse entry or withdraw a student from the program at its discretion** in accordance with school policies and licensing guidelines.
- I understand that the Parent Handbook may be revised or updated throughout the year. I will be notified of any major changes, and it is my responsibility to review updated versions.

- ☐ I received a printed copy of the handbook
- ☐ I accessed the handbook digitally at: PDF Parent Handbook - Link
- ☐ I understand a copy is available at: <https://learningtreepreschool.net/forms>

Parent/Guardian Signature: _____

Date: _____

Staff Use Only

Received by: _____ | Date Received: _____