



# The Learning Tree

preschool

Monday-Friday 7am-6pm

(510)791-6161

34050 Paseo Padre Parkway  
Fremont, CA 94555

[www.learningtreepreschool.net](http://www.learningtreepreschool.net)

## Parent Handbook



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# INTRODUCTION:

Welcome to The Learning Tree! We are a play-based preschool with a focus on art, motor skills, and emotional development. Where we provide a thriving educational environment for children in a group setting. Our facility and program was designed after our founder's dream preschool that celebrates all cultures. We welcome your questions and comments at any time as we work to make your child's preschool experience happy and successful.



# VISION STATEMENT

The Learning Tree was established in 1980. We have been serving the Fremont/Tri-Cities area for over 40 years. Our goal is to continue to provide high quality childcare with stimulating preschool curriculum to the community for many generations to come.





## MISSION STATEMENT

The mission of The Learning Tree Preschool is to provide all inclusive, quality childcare to the community and enhance the development of young children. We provide activities that promote the language, socio-emotional, cognitive, physical, and creative development of our students. We take each child's learning style into consideration while planning age-appropriate curriculum.



# 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:

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



## PARENT INFORMATION

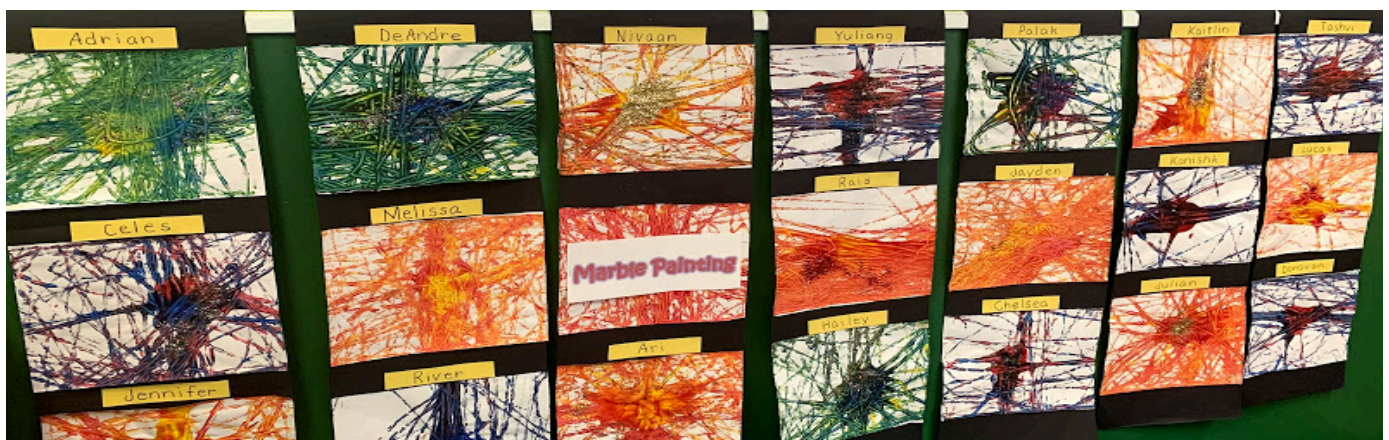
### Admission procedures

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 \$100 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 every day, at the time of arrival the person dropping off must sign the child in either on their personal device using the Family App, or on the school's device. Same procedure at pick up.





### Attendance & Vacation

The weekly tuition may be paid weekly or monthly. All payments are processed through your child's profile on the Family 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  $\frac{1}{2}$  the weekly fee.

Depending on enrollment, if a child is going to be going on an extended vacation (4 weeks) you may pay the \$100 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 written notice is required.**

### Withdrawal

Two weeks written notice is required for all withdrawals. No exceptions. If for any reason this program does not meet a particular child's needs, The Learning Tree reserves the right to terminate enrollment at any time.

### Bedding

Parents need to provide a standard sized, fitted crib sheet (with elastic on all four corners) and blanket (one only, no pillows) 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. We will not serve cakes, cupcakes, cookies, ice cream, candy, or anything with high sugar content.

## 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

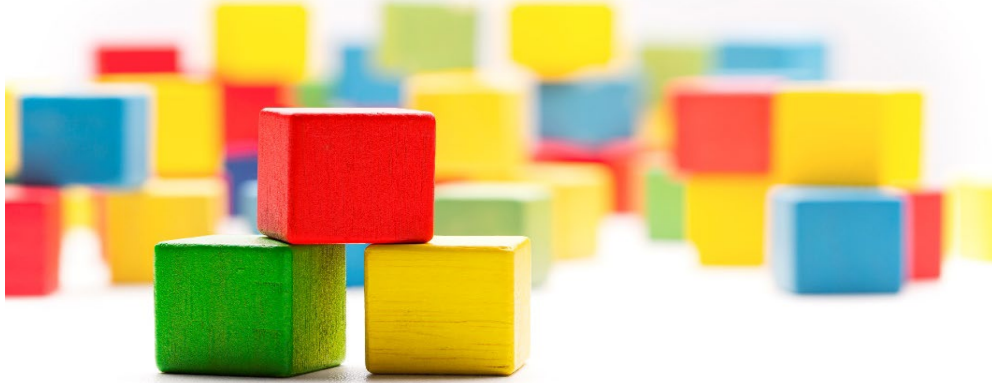
Each child must have a complete file on record with all forms required by the state including: an enrollment form, an admission agreement, a physician's report (LIC 701), a preadmission health history (LIC 702), personal rights (LIC 613A), parents' rights (LIC 995), consent for emergency medical treatment (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

We encourage the children to use their words to resolve conflict with one another. We walk them through it and give them examples of words to use to have their feelings heard. We use a lot of positive reinforcement when disciplining the children. If the child is continuing to not follow the rules or listening to the teachers, we will redirect their behavior by having them play in a different area than the one they were misbehaving in. The teachers may write a note home to the parents regarding the misbehavior. In an extreme situation where there is hurting involved or in a situation where our regular discipline procedures are not working, the child will be taken to the office to talk with the Director about the behavior and in such case, the Director will write an additional note home or call the parent. Any continued aggressive behavior that results in the repeated complaints from other parents will result in withdrawal -There is absolutely **NO CORPORAL PUNISHMENT** at The Learning Tree.

The staff will communicate with parents in a positive and supportive manner that encourages the parent-child relationship. Information regarding family issues and personal lives will be handled confidentially. In the event of divorce, separation, joint custody rulings, etc. every effort will be made to treat both parents equally. Without legal documentation, the staff cannot act as though one parent is more fit than another to the legal rights of the child.



*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.*

Jenna Director:  
jennacolgan@yahoo.com

Katelyn Assistant Director:  
Katelynk123@hotmail.com

thelearningtree1980@gmail.com  
www.learningtreepreschool.net

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.

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
- Memorial Day
- 4th of July
- Teacher Work Day  
(Friday before Labor Day)
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- ½ of Christmas Eve (school closes at 1:00)
- 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.



## PROGRAMS AND TUITION

### Full Time

\$285/week

#### Full-time:

Monday -Friday 7:00 am-6:00 pm \$285 a week  
(pick-up between 3:00 pm - 6:00 pm)



### Part Time 5 Half Days

\$240/week

#### Part-time 5 Half-days:

Monday- Friday 7:00 am-12:45 pm \$240 a week  
(pick-up between 12:30 pm- 12:45 pm)

### Part Time 3 Full Days

\$240/week

#### Part-time 3 full days:

Any Three Days 7:00am-6:00pm \$240 a week  
(pick-up between 3pm - 6pm)







### Drop in Full Day

\$75/Day

Drop off anytime between 7:00 am -10:00 am

Pick up anytime between 3:00 pm -6:00 pm

### Drop in Half Day

\$60/Day

Drop off anytime between 7:00 am -10:00 am

Pick up 12:45 pm



## Distance Learning for 5 & 6 Year Olds-Program & Tuition

Children in kindergarten & first grade may bring their distance learning device & the teacher will set up & facilitate getting them started on distance learning.

### Distance Learning Full-Day

\$300/week

Drop off anytime between 7:00 am -10:00 am

Pick up anytime between 3:00 pm -6:00 pm

### Distance Learning Half-Day

\$255/week

Drop off anytime between 7:00 am -10:00 am

Pick up 12:45 pm

