



## **The TreeHouse Clovis Parent Participation Preschool**

### **Registration Instructions 2018-2019 School Year**

Please print and the following forms, then mail in with your enrollment check:

1. The TreeHouse Enrollment Form, Contract Agreement & Photo Release Form
2. Parent Participation Requirements and Expectations
3. Emergency Information and Consent for Emergency Medical Treatment
4. Child's proof of immunization records, Copy of Driver's License
5. **DON'T FORGET** your Enrollment Fee (Make check payable to "The TreeHouse Preschool") **Please include your child's name on the check.**
6. Mail your completed packet and check to:

**The TreeHouse Preschool  
Attn: Registrar  
1840 Shaw Ave. Ste. 105-84  
Clovis, CA 93611**

(This is a post office box – **DO NOT** send/bring forms to the school/church address)

# The TreeHouse Parent Participation Preschool Enrollment Form 2018-2019 School Year

Check box for class in which you are enrolling your child.

<input type="checkbox"/> <b>M/W/F Kindergarten Preparation</b> _____ Age 4 by Aug. 30 <sup>th</sup> , 2018 8:45 am – 12:15 pm (3.5 hours) Tuition: Aug & June \$90; Sept. – May \$180 August 22, 2018 – June 5, 2019	<input type="checkbox"/> <b>T/TH Early Learning</b> _____ Age 3 by Aug. 30 <sup>th</sup> , 2018 8:45 am – 11:30 am (2.75 hours) Tuition: Aug. & June \$60; Sept. – May \$125 August 21, 2018 – June 6, 2019
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**Registration fee of \$165 for Early Learning and \$220 for Kinder. Prep. will be due at time of registration.**

I am interested in the Buy Out option with higher tuition and no aiding obligation.

<input type="checkbox"/> M/W/F Kindergarten Prep Monthly: Aug. & June \$145 Sept. – May \$290	<input type="checkbox"/> T/TH Early Learning Monthly: Aug. & June \$110 Sept. – May \$220
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I am interested in aiding extra days for tuition credit (\$15 per day, IF available).

### THE TREEHOUSE CONTRACT AGREEMENT

I (we) have read The TreeHouse Clovis Parent Participation Preschool Overview of Parent Participation Requirements and Expectations and have a *full understanding of the implications of participation, including required aiding days and participation requirements*. I (we) also understand that \$40 of the registration fee is non-refundable.

Child's Name: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Parent(s) Signature(s): \_\_\_\_\_  
 Date: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_  
 BEST # to reach you/caregiver  Home  Work  Cell

Parent Email Address(es): \_\_\_\_\_

**\*\*\*All Parents/caregivers who will be helping in the classroom (aiding) must submit a copy of their driver's license or other government ID.\*\*\***

### PHOTO RELEASE FORM

The TreeHouse may periodically take photographs of the children during class-time/activities/field trips. Some of these photos may be displayed within the classroom and/or on The TreeHouse website for publicity purposes.

**Check One:**

- I grant permission for my child's picture to be taken with the possibility of it being published, reproduced, or otherwise used for publicity, educational, or other purposes for The TreeHouse.
- I grant permission for my child's picture to be taken for classroom/education purposes only.
- I do NOT grant permission for my child's picture to be taken for any purposes.

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

Official TreeHouse Use Only	Start Date:	Registrar's Initials:
Date Complete Registration Packet Received:		



## **The TreeHouse Clovis Parent Participation Preschool Overview of Parent Participation Requirements and Expectations**

(Please refer to Parent Handbook for complete details)

Parent participation in the classroom is essential to the success of The TreeHouse. We are a non-profit organization and are not bound by licensing requirements because PARENTS run our preschool (Board members) and parent aides are responsible for the children in the classroom at all times.

The TreeHouse Preschool has full-time teachers; however, the teachers are there for teaching purposes only and **parents are ultimately responsible** for maintaining a positive and safe learning environment for our children. Your fellow parents, NOT the teacher, will be the ones who assist children using the restroom, maintain classroom discipline and take care of any student needs during class time.

### **AIDING:**

At The TreeHouse, we fulfill our parental responsibility in the classroom by aiding. Each enrolled child's parent or other designated adult is responsible for aiding in the classroom throughout the year. Assuming full enrollment of 12 children per class, the 2017-2008 school year requirements are:

**M/W/F Kindergarten Prep: 9 days**  
**T/TH Early Learning: 7 days**

If we have less than 12 students enrolled in a class, parents will be required to work more days without tuition credit. If available (if we have 12 students enrolled but some parents selected the Buy Out option\* with higher tuition and no aiding), parents who are interested can aide extra days for a tuition credit of \$15 per day.

Parent aiding duties will be reviewed in detail at our orientation meeting before school starts, but essentially the parent aide is expected to arrive 15-20 minutes before class to assist the teacher with any needed preparations, stay in the classroom and supervise the children throughout the class, participate in learning activities with the children, and help clean the classroom at the end of the day.

**\*Buy Out Option:** If a parent wishes to enroll their child at The TreeHouse but is unable to fulfill the aiding requirements, a Buy Out option is available. This means that a higher monthly tuition will be charged in return for the parent not aiding in the classroom. Parents who select the Buy Out option are still expected to participate with the school in other ways. The number of Buy Out spaces is limited and will be taken under review on a case-by-case basis.

*In addition to aiding, all parents will be expected to assist in the operation of the preschool either by serving on the board of directors, participating in fundraising activities, helping with class parties or extra activities, or other opportunities as may be available. **Parents are required to complete at least 3 Parent Volunteer Hours per child enrolled at The TreeHouse.***

### **DROP POLICY:**

If for some reason you are not able to finish out the year with The TreeHouse, we abide by the following policy:

- A drop fee of \$125 for Early Learning and \$180 for Kindergarten Preparation will be charged. This fee will be paid as a deposit in advance at time of registration and applied towards your final months tuition if your child remains a student throughout the year.
- If you have not fulfilled your aiding requirements, you will be charged \$45 per day missed.

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Signature of Acceptance