



The TreeHouse Clovis Parent Participation Preschool

Registration Instructions 2019-2020 School Year

⇒ STEP ONE:

Print and complete the following forms and information, to be **MAILED IN** with your check for enrollment fees:

- A. The TreeHouse Enrollment Form, Contract Agreement & Photo Release Form
- B. Parent Participation Requirements and Expectations
- C. Emergency Information and Consent for Emergency Medical Treatment
- D. Child's Proof of Immunization records
- E. Copy of Driver's License or other official ID (required for any parent or caregiver who will be helping in the classroom)

⇒ STEP TWO:

Write a check or include cash for your Enrollment Fee (includes \$50 supply fee and one month's tuition deposit). Make check payable to "The TreeHouse Preschool" and **include your child's name on the check.**

M/W/F Kindergarten Preparation: \$240
T/TH Early Learning: \$185

⇒ STEP THREE:

MAIL your complete packet and fees to:

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

(This is a post office box – **DO NOT** send or bring forms to the physical address)

The TreeHouse Clovis Parent Participation Preschool Enrollment Form 2019-2020 School Year

Check box for the class in which you would like to enroll your child.

M/W/F Kindergarten Preparation <input type="checkbox"/> Age 4 by Sept. 1, 2019 8:45 am – 12:15 pm (3.5 hours) Tuition: Aug & June \$95; Sept. – May \$190 August 21, 2019 – June 3, 2020

T/TH Early Learning <input type="checkbox"/> Age 3 by Sept. 1, 2019 8:45 am – 11:30 am (2.75 hours) Tuition: Aug. \$70; Sept. – May \$135; June \$65 August 20, 2019 – June 2, 2020
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Registration fee of \$240 for Kinder. Prep. and \$185 for Early Learning is due at time of registration.

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

M/W/F Kindergarten Prep Monthly:

Aug. & June \$145

Sept. – May \$290

T/TH Early Learning Monthly:

Aug. & June & \$110

Sept. – May \$220

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 \$50 of the registration fee is non-refundable unless a spot is not available for my child in this year's program.

Child's Name: _____

Parent(s) Name(s): _____

Parent(s) Signature(s): _____

Date: _____

Date: _____

Parent(s) Phone Number(s): _____

(circle one) Home Work Cell

Home Work Cell

Parent Email Address(es): _____

*****All Parents/caregivers who plan to aide in the classroom must attend a mandatory parent meeting on the first day of school and submit a copy of their driver's license or official 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

Referred By: _____

Official TreeHouse Use Only

Date Complete Registration Packet Received:

Start Date:

Registrar's Initials:



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

(Please refer to the Parent Member 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 currently 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 2019-2020 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 parent orientation meeting on the first day of school, 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.

*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.***

***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.

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 \$135 for Early Learning and \$190 for Kindergarten Preparation will be charged. This fee will be paid as a deposit in advance at time of registration and applied towards your May 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 in addition to the drop fee.

Signature of Acceptance

Date