



Parent Member Handbook 2018-2019

The TreeHouse Clovis Parent Participation Preschool

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THE TREEHOUSE CLOVIS PARENT PARTICIPATION PRESCHOOL

PARENT HANDBOOK 2018-2019

Introduction

Welcome to The TreeHouse!

We are a not for profit parent cooperative preschool founded in the heart of California's Central Valley, in 2007. The TreeHouse offers classes for Kindergarten Preparation and Early Learning Enrichment, with a unique opportunity for parents to take part in their child's learning experience. As a co-op, members of the TreeHouse have several opportunities to give back to the school such as serving on the board, volunteering as a classroom aide and participating in other areas to help create an ideal learning environment for our children. The success of our school is a direct result of parent involvement. Our classes are taught by experienced teachers with a parent aide present in each class. Curriculum includes but is not limited to, preschool basics such as learning the ABC's, numbers and counting, shapes, colors, art, science, fine motor skills and socialization. The developmental philosophy of preschool aged children is that they learn best through play and hands on interaction. This directly enhances their social, emotional and cognitive development. Our Early Learning classes are tailored for a younger age group, ages 3-4, offering their first experience in a formal classroom environment. Kindergarten Preparation, ages 4-5, prepares children to enter kindergarten the the following year, by reviewing letters and numbers as well as introducing basic phonics, beginning sight words and writing. They will also learn the importance of following direction in a classroom setting, listening and problem solving by working together and independently.

Our mission at the TreeHouse is to build confidence and a love for learning within our students giving them a solid foundation for a healthy and happy preschool experience, through fun!

The TreeHouse Preschool Program offers the following options:

Early Learning

Tuesday / Thursday 8:45 AM - 11:30 AM

Age 3 by August 30th, 2018, fully potty trained*

Monthly Tuition: Aug. \$60; Sept. – May \$125; June \$60

Yearly parent aiding requirement: 7 days**

Kindergarten Preparation

Monday / Wednesday / Friday 8:45 AM - 12:15 PM

Age 4 by August 30th, 2018, fully potty trained*

Monthly Tuition: Aug. \$90; Sept. – May \$180; June \$90

Yearly parent aiding requirement: 9 days**

Enrollment priority will be highly considered to returning students or siblings of current and past students. Once full enrollment is reached (12 students per class), children will be put on a waitlist on a first come, first served basis.

*Fully potty trained by TreeHouse standards means the child can use the restroom with little assistance. Parent aides will help children with buttoning or zipping pants and washing hands only.

**If we have less than 12 students enrolled in a class, parents will be required to aid more days without tuition credit. Even with full enrollment aiding days may not divide equally. Aiding credits will only be applied after the completion of all necessary aiding days. If a fellow member has chosen to “Buy Out”, this may also affect our aide day requirement. However, in this case, an aiding credit will be applied.

Parent Member Responsibilities

The most important part of operating a successful Cooperative Preschool is parent participation. Parents are responsible for contributing in various ways to help maintain our preschool. By reading and signing the Admission Agreement, members are agreeing to fulfill the assigned parent responsibilities. Failure to meet responsibilities may result in fines or termination of membership as seen fit by the Board Of Directors.

Orientation

All members are required to attend a group orientation meeting on the first day of their child’s class. The purpose of this orientation is to help members understand how our preschool operates. We will review member responsibilities, schedule your aiding days

for the coming months, ask any questions you may have or discuss any concerns. Please come prepared with a pen and paper as well as your personal calendar. You will want to plan at least an hour for this meeting. Please arrange to leave younger siblings at home.

Parent Participation

Parent participation is essential to the success of The TreeHouse. We encourage all parents to be active participants in class by assisting the teacher when aiding. This includes directing children through all phases of class time, in addition to being extra eyes, ears and hands for the teacher. You are encouraged to share and teach any of your special interests or talents with the children. The Board of Directors will be glad to help members plan developmentally appropriate activities based on their interests to share in class.

Parents are expected to complete a minimum of 3 Volunteer hours per student.

There are several opportunities where your participation will be needed. Some examples are: Room Parent, Classroom celebrations, special event planning, fundraising, classroom deep cleaning, yard maintenance and any other help that may be solicited by the Board of Directors. It is expected that all parents participate with any extra needs of the preschool as they arise.

Daily Communication Board

It is the responsibility of each parent to check for daily communication from the teacher or the TreeHouse Board. You will find the latest information in your child's cubby or posted to the bulletin board located above the cubbies. Email communication will also be sent out on a regular basis including the monthly newsletter. Please make sure you are always on the lookout for this important information and to notify us if there are any changes to your contact information.

Aiding Requirements

Members will be required to aide in the classroom a specified number of days over the school year. This number requirement varies depending on class enrollment and may change should there be any sudden drops in the year. **Per our bylaws it is required there be a parent aide present at all times in the classroom to assist the teacher.** Should an unexpected situation arise where another parent is unable to fill in, the Board would be required to cancel class for that day.

On your scheduled aiding days, please plan to arrive 15-20 minutes early to help with preparation for the day and greet students as they arrive. You are considered late if you have not arrived by 10 minutes prior to the start of class. If you are running late, please contact the teacher immediately to let them know your expected arrival time. Parents who have not arrived by the time class has started are considered a no show. Late arrival and no shows are subject to fines (Please refer to Schedule of Tuition, Fines section).

Pending full enrollment, the aiding requirement for the 2018-2019 school year is as follows:

M/W/F Kindergarten Preparation - 9 aiding days

T/Th Early Learning - 7 aiding days

During our Meet the Teacher event there will be a sign up calendar for the first half of the school year. Each parent will be expected to sign up for one aiding day over the duration of first the month. Board Members will be subject to aid the first week of school to oversee operations. Remaining days beyond the first month will be available for sign up at our Parent Orientation and/or Meet the Teacher meetings the first week of school.

Enrollment with the TreeHouse is a one school year commitment. Should your child be withdrawn from enrollment prior to the end of the school year and you have not met your minimum required aide days, you will be charged \$45 for each remaining aide day not yet completed. Additionally, the tuition for the month will not be prorated or refunded and the drop fee will be enforced. (Refer to "Early Drop Out" fines).

Classroom aide duties are listed below but not limited to:

- Plan to arrive 15-20 minutes prior to class start time to help with classroom preparation, greet students and parents on arrival.
- Set up the sign-in/sign-out binder making sure to write in the date and your name at the top so you may receive credit for your aiding day.
- Assist the students as directed by the teacher.
 - Address any behavior that may be distracting or disruptive to the teacher or other students.
- Monitor potty breaks, assisting with buttons or zippers as needed and making sure hands are washed.
- Oversee stations and projects as directed by the teacher

- Set up for lunch by making sure hands are washed or sanitized, placing lunch bags out on the tables, opening snack bags, etc...)
- Prep and clean classroom for the next day's class including: Sweep and vacuum all floors, empty trash, wipe down bathroom, tables, etc...) A list of daily cleaning duties will be posted on the back of the closet door and passed out during our Mandatory Parent Meeting on the first day of school for each class.
 - Any supplies that may be running low should be added to the supply re-order list on the back of the closet door.
 - lock doors to outside, lock shed, lock supply closet, shut curtains and turn thermostat down.
- Any additional teacher requests

Unable to Aide

If you know in advance that you are unable to aide on your scheduled day, it is your responsibility to find a replacement. You will need to notify the Volunteer Coordinator of any changes to the aiding schedule. If you are unable to find a replacement or need assistance, you may contact the Volunteer Coordinator after unsuccessful attempts have been made. A replacement may be another parent-member, or you may designate up to two (2) non-members as substitutes (spouses, grandparents, etc.).

Non-member substitutes must meet the following eligibility requirements without exceptions:

1. Any person who will aide at the TreeHouse Preschool must attend the parent orientation meeting on the first day of school for your child's class.
2. 18 years of age or older.
3. Copy of current Driver's License or other government ID must be on file with the school.

If an urgent matter arises and you're unable to aide on your scheduled day (i.e. due to illness or emergency) AND you have contacted all parents on your contact list for your class, you will need to call the Volunteer Coordinator (Phone numbers listed below) so that other arrangements can be attempted. Any potential changes in scheduling MUST be communicated to the Volunteer Coordinator. The teacher should also be made aware of the changes as soon as possible. Due to our school by-law's, a classroom aid is required at all times. Should all efforts to find a replacement be unsuccessful, the decision to cancel class would only take place at the discretion of the board.

No-Show Policy

A No-Show is defined when a member scheduled to aide in the classroom does not show up by the time class has started. A No-Show fee of \$45 will be applied and the member will be expected to make up the missed day. If more than two days are missed, the member may be terminated from enrollment.

Member Behavior

Members will demonstrate respect for each other and staff at all times. The following behaviors will not be tolerated and may lead to early termination of your contract with additional drop fees: aggressive or excessive physical contact, fighting, defiance of staff or board members; inappropriate behavior and/or lewd language; disruptive and out of control behavior. Please remember we are all volunteers.

Conducting Business During Preschool Hours

Parents dropping off or picking up should conduct any co-op business or discussions in an area where children will not be distracted or their movement infringed upon. Discussions of business along with Board and membership job duties should not be carried out on aide days unless it's prior to or after meeting aide responsibilities for that day. Parents who are aiding should be focused on the children and their learning environment.

Fundraising

The Treehouse will sponsor Fundraisers as needed. Fundraisers are crucial for necessary improvements that benefit all children attending our school for the current year. Families will be expected to meet certain fundraising goals per student. Fundraising requirements may change based on the needs of the school in a given year.

The TreeHouse Operations

Admissions & Registration

The TreeHouse Preschool is operated on a nondiscriminatory basis providing an environment in which the rights and beliefs of all social, racial, cultural, religious, and economic groups are respected. Registration is on a first-come, first-served basis and classes will remain open as long as space is available. Upon approval of registration, you will be notified by the school registrar. When all spaces have been filled, a child's name may be placed on a waiting list until space becomes available.

Eligibility for Enrollment

Your child must be 3 years of age by August 30th, 2018 to be eligible for enrollment in Early Learning and 4 years of age by August 30th, 2018 to be eligible for Kindergarten Preparation. Children are required to be potty-trained (This means that the child can use the bathroom with minimal help. If the child has been enrolled and is still working on toilet training when classes begin, he/she may attend class ONLY if a parent attends with the child) to be considered for The TreeHouse.

Children are eligible for enrollment upon submission of a completed enrollment packet along with a check for registration. Enrollment is not guaranteed until you have received confirmation from the school. All final enrollment decisions are at the discretion of the Board of Directors.

Immunization Record

Per California Health and Safety Code, Sections 120325-120375, parents/caregivers are required to provide their child's Immunization Record as proof of immunization. The TreeHouse Preschool abides by the new guidelines for Law SB277.

Immunizations (shots) needed before starting preschool are below:

Age When Entering	Immunizations (shots) Required
2–3 Months	1 each of Polio, DTaP, Hib, Hep B
4–5 Months	2 each of Polio, DTaP, Hib, Hep B
6–14 Months	3 each of DTaP 2 each of Polio, Hib, Hep B
15–17 Months	3 each of Polio, DTaP 2 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday
18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday** 1 Varicella

**Required only for children less than 4 years, 6 months

If you have any further questions please refer to the California Health and Safety Code, Sections 120325-120375, law SB 277 or contact the Registrar.

Days & Hours of Operation

The TreeHouse will follow the Clovis Unified School District calendar with exception of the first day and last week of class.

Important Dates

First Day of School, Early Learning Class: Tuesday, August 21, 2018

First Day of School, Kindergarten Prep Class: Wednesday, August 22, 2018

Last Day of School, Early Learning Class: Thursday, June 6, 2019

Last Day of School, Kindergarten Prep Class: Wednesday, June 5, 2019

Holidays

Labor Day: Monday, September 3

Halloween Break: October 26 & October 29

Veteran's Day: Monday, November 12

Thanksgiving Break: November 19– 23

Winter Break: December 24 – January 7

MLK Day: January 21

Lincoln's Birthday: February 11

Washington's Birthday: February 18

Spring Break: April 15-22

Memorial Day: May 27

Field Trips

Fridays: September 21, October 19, March 22, May 17

Daily Schedule

Early Learning Class: Tuesdays and Thursdays from 8:45am – 11:30am

Kindergarten Prep Class: Mondays, Wednesdays, Fridays from 8:45am - 12:15pm

Snacks/Lunch

Each child should bring a healthy snack/lunch to school each day along with a bottle of water. The children will have a designated eating time each day; refrigeration is not available.

Fees, Tuition & Fines

Registration Fees

Upon submission of your application for enrollment, please submit a check made payable to “The TreeHouse Preschool”.

Early Learning enrollment fee: \$165 (\$40 non-refundable registration fee, \$125 drop fee: which will be applied to May’s tuition if school year is completed)

Kindergarten Preparation fee: \$220 (\$40 non-refundable registration fee, \$180 drop fee: which will be applied to May’s tuition if school year is completed)

The registration fee is non-refundable once your child’s enrollment with the TreeHouse is confirmed. The drop fee will be applied to May’s tuition for actively enrolled students. Should your child not be enrolled this school year due to lack of available space and you wish to be placed on the waitlist, we will hold your registration check in the event a spot becomes available. The registration fee will only be returned via mail at the applicant’s request if enrollment is full and the applicant does not wish to be put on a wait list. Documents and checks will otherwise be shredded. Please note that checks for students who have been notified of successful enrollment by the Registrar or a Board member, may be held up to 2 weeks following the close of open enrollment.

Monthly Tuition

Tuition is due by the first day of each month and to be paid per month that a child is actively enrolled thereafter. Tuition for the month of August will be due on the first day of school. It is the parent’s responsibility to remember that tuition is due. Parents are strongly encouraged to set up electronic or direct payments through your bank otherwise, checks ***must be*** mailed directly to the Treasurer. **Tuition will not be accepted in person and is not to be left in class or given to the teachers.**

equally. Aiding credits will only be applied after the completion of all necessary aiding days. If a fellow member has chosen to “Buy Out”, this may also affect our aide day requirement. However, in this case, an aiding credit will be applied.

Buy Out Option: If a parent wishes to enroll their child at The TreeHouse but is unable to fulfill the aiding requirement, a “buy out” option may be available. This means that a higher monthly tuition will be charged in return for the parent not aiding in the classroom. The number of Buy Out opportunities is limited and will be taken under review on a case-by-case basis. For the 2018-2019 school year, the Buy Out tuition will be the following:

M/W/F Kindergarten Prep Monthly:

Aug. & June \$145

Sept. – May \$290

T/TH Early Learning Monthly:

Aug. & June & \$110

Sept. – May \$220

Early Drop Policy

Enrolling your child in The TreeHouse is a year-long commitment. 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 will be enforced. This fee is collected in advance at time of registration.
 - \$125 for Early Learning class
 - \$180 for Kindergarten Preparation.
- If you have not fulfilled your aiding requirements you will be charged \$45 per missed aiding day.

Field Trips

The Treehouse Preschool organizes field trips most months starting September through May. Field trips are on a Friday that has been scheduled and attendance is optional as classroom instruction is not held on those days. Any costs incurred are at the responsibility of the parent, unless stated otherwise by the Board of Directors in advance. A parent or other caregiver is required to be present for the duration of the

field trip to supervise your child. Siblings are always welcome to participate in field trips unless the Board of Directors specify otherwise.

Fines

All fines are assessed as delinquencies occur. Payment of all fines are due within thirty (30) days of the date they are assessed for continued membership. All fines may be discussed with the Board of Directors when emergency or extenuating circumstances apply.

- **Late arrival on Aiding Day (if not arrived by 10 minutes prior to class start):**\$20.00
- **No-Show (By class start time 8:45):** \$45.00 for a missed aiding day
- **Late Tuition:** \$35 for first week and \$10 every week after in same month after the 5th of each month.
- **Returned check:** \$35 or equal to assessed bank fees
- **Early Drop Out:** A drop fee of \$125 for Early Learning and \$180 for Kindergarten Preparation will be enforced and a fine of \$45 per missed aide day will be assessed.

Refund Policy

- There are no refunds of tuition for days missed, including absences for illness, holidays, or vacations.

Termination of Membership

Membership/Enrollment shall terminate upon occurrence of any of the following events:

- A. Failure to comply with the Member Responsibilities listed in this handbook.
- B. When tuition is over 30 days past due, unless written arrangements for payment have been arranged with the Board of Directors.
- C. Completion of a membership term (a complete school year).
- D. Occurrence of any event which renders the member ineligible for membership.

E. At the discretion of the Board of Directors, if a member is demonstrating inappropriate or harmful conduct, or if a child is demonstrating harmful behaviors and a solution to the problem cannot be reached.

Voluntary termination of enrollment is required to have a written or verbal notice at least 14 days prior to the drop out date. If notice has not been given and your child has not attended, you are still held responsible to pay tuition for the days prior to the notice that your child was enrolled.

If for any reason you have to terminate membership before your aiding requirement is completed, the drop fee will be applied and a fine of \$45 per missed aiding day will be assessed.

Class Procedures

Drop-off and Pick-up

Transportation to and from school is the responsibility of the individual parent or guardian. On non-aiding days, please don't arrive any earlier than 10 minutes before school starts. If you arrive early, you must stay with your child until the classroom is open.

Children need to be picked up on time. No child is to be picked up more than 10 minutes after class is over unless special arrangements have been made. A child not picked up when others are picked up often feels anxious. A child not picked up 15 minutes after school has ended will be considered abandoned. The county Sheriff's department or Child Protective Services may be called to assist with an abandoned child if the staff is unable to reach anyone on the child's emergency list within 45 minutes after class has ended. Parents are responsible for notifying the teacher if they are not able to pick up their children at the designated time. Please notify the school immediately if you are going to be late so we can reassure your child. Continual lateness may result in termination of membership and removal of your child from the program.

Sign-in/Sign-out

Parent(s) or other authorized adult(s) are responsible for signing their child in and out each day with actual arrival and departure times.

Classroom Behavior and Discipline

To ensure an environment that is safe and enjoyable, students are expected to follow these basic “Good Citizen” rules of behavior:

1. Follow directions
2. Use a quiet voice at all times.
3. Keep your hands, feet, and objects to yourself.

Oral reminders are the first means of reminding students of the rules. Children enter our school at different ages with different personalities and discipline is, therefore, individual to each child and situation. The teacher and parent helper will use positive methods of discipline, offering guidance toward learning self-control and pride for behaving within the set limits. If these behavior techniques are ineffective, “time-out” may be used to allow the child to regain control of him/herself. A child will always be supervised by a parent helper.

If a child continues being disruptive or aggressive towards other students, the consequences are as follows:

1st time: Written behavioral warning sent home.

2nd time: Teacher calls/emails parents.

3rd time: Board will meet with the parent(s) to create a plan of action that will allow the child to remain enrolled.

The parent aide is primarily responsible for handling disruptive children so the teacher can focus on teaching. The Classroom Behavior and Discipline Policy will be reviewed at the Parent Orientation and all parent aides must sign the handout prior to working in the classroom. The priority is good judgment in each situation and maintaining a safe learning environment for all children.

In the event that a behavioral warning needs to be sent home, it is the parent aide responsibility to fill out the preprinted half sheet located above the children’s cubbies in the classroom. It will need to be filled out with the behavior that was observed and handed to the parent of the child during pick up after school.

Medical/Dental Emergency

We require that you complete the emergency contact form at the time of registration or prior to your child attending The TreeHouse. Students who will be attending more than one year will be asked to update or fill out a new form at each new enrollment.

We need complete daytime contact information not only for the child's parents, but also for at least two other people who you authorize to be called to pick up your child in case of illness or emergency. The emergency form also has a space for indicating if anyone can pick up your child at any time, for any reason, without prior notification.

Please keep this complete form updated at all times. Staff **MUST** be able to reach a parent or guardian in case of an emergency.

Class Policies

Classroom Behavior and Discipline Policy

Children should be encouraged to participate in preschool activities but not forced. If they are having a bad day or do not want to participate, let them sit on their own while periodically inviting them to join the activities.

Strive to maintain control of the classroom at all times. Children should not be running around or climbing on furniture, but they don't necessarily need to be seated just right on the rug. Allow the children a little bit of freedom to move around as long as they are not disrupting class activities or getting into things they shouldn't.

For simple disruptions, a verbal correction or warning is appropriate. ("Joey, please sit down and listen to the teacher." "Abby, it's not playtime right now, please come finish your project." "David, please stop poking your friend. OR At preschool we don't poke." ETC.)

If the child's behavior is extremely disruptive or potentially harmful to themselves or other children (such as excessive crying/screaming; hitting, kicking or biting;), the parent aide may need to take them outside or near the hallway and "have a talk" with them. Depending on the timing, if it is the parent aide's own child being disruptive, it may be more effective for the teacher to discipline them. This would only be appropriate during activities in which the teacher is not in front of the whole class teaching.

The first course of action should be to remove the child from the group/activity and talk to them about what is expected at preschool (tell them what they are doing is not ok and they need to show better behavior to rejoin).

If a child continues to exhibit negative behavior after removal from the group and two or more warnings (depending on the seriousness of the behavior), the parent aide will need to call the child's parent and the child will need to go home for the day. While they are waiting for their parent to pick them up, they will need to remain removed from group activities. If it gets to the point where a child must go home, they need to go home even if they have changed their behavior by the time their parent arrives.

Remember that these are young children. They may need some time to adjust to being at school and away from their parents, and are learning how to behave properly in a group setting. Always use your best judgment on how to deal with a disruptive child, but NEVER use any kind of physical punishment (slapping, spanking, etc.).

Classroom dynamics will be observed over the first few weeks of school, after which more specific recommendations may be given.

Toilet Training

Children attending The TreeHouse are required to be toilet trained. This means that the child can use the bathroom with minimal help. If the child has been enrolled and is still working on toilet training when classes begin, he/she may attend class only if a parent attends with the child.

Medication

The teachers and parent aides of The TreeHouse will not dispense any medication. If a child needs to have medication given to them during preschool hours, his or her parent or other authorized individual must come and administer the medication.

Clothing

Clothing should be comfortable, sturdy and washable so children can participate in all activities without undue concern of getting messy. This includes clothing that make it easy for your child to use the restroom independently. Clothing that is easy to manage encourages independence and self-help. Hats are not allowed at school. We ask that you pack an extra change of clothes in the child's backpack in case of any accidents.

Lice: We have a **NO HAT** policy to decrease the spread of lice. If your child does have lice please let the teacher know so we can take the necessary steps to prevent it from spreading.

Children's Health

Each parent is responsible for checking their child for illness before sending him/her to school. Children who exhibit symptoms of illness such as a runny or stuffy nose, cough, rash, or fever must be kept home from school. With young children, germs and illness spread very rapidly. Keeping a sick child at home will help him/her recover more quickly and also keep exposure for other children (and adults) to a minimum.

Please call the school if your child will be absent due to a cold or the flu. If your child has been diagnosed with any type of communicable illness (ex: chickenpox, lice), please let the school know immediately and keep them home until no longer contagious.

Birthdays, Holidays, & Special Occasions

The TreeHouse has many special celebrations throughout the year. Some of these celebrations coordinate with holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter, and others involve special times of year such as Fall, Winter, Spring, and Summer. Notice of scheduled celebrations will be posted prior to the event. Parents who do not wish their children to be involved with specific celebrations are welcome to keep their child(ren) home from school on the dates of scheduled celebrations. Families are invited to talk with the Board about any special holiday celebrations that they are interested in sharing with the class.

If you'd like your child to be spotlighted for his/her birthday and/or share a special treat, it is the parent's responsibility to notify the teacher **and** Room parent in advance. We have had children with food allergies in the past and we require notification if a treat will be shared in class so that arrangements can be made so every student is included. If bringing treats for a child's birthday, please do not bring sweets with too much frosting such as cupcakes. Cookies, rice-krispie treats, donuts, etc. are less messy and easier to manage with the children.

If you are inviting your child's classmates to a personal birthday party for your child, all children in the class must be invited if invitations are passed out at school, or during drop off/pick up times.

Siblings at School

Parents are not allowed to bring siblings of enrolled children to the school on their scheduled aiding days. The Board can suggest several options for the care of younger siblings during aiding days. If necessary, members may bring their newborn infants to school on scheduled work days up to the age of six (6) months, or until such time as the infant interferes with the parent's duties. We strongly encourage parent aides to

schedule their aiding days at a time when their younger child(ren) can be left with an alternate caregiver.

Guests at School

The TreeHouse welcomes guests to our school. Any parent may stay at the school with his/her own child until such time as the child/parent prefers. However, The TreeHouse reserves the right to ask you to leave if we feel it would be in the best interest of the child/parent and/or the classroom environment becomes disruptive. Visiting family and friends are also welcome as long as they are accompanied by a current member parent.

Caregiver Policy

It shall be the sole duty, responsibility, and obligation of the parent volunteers to provide for the care and supervision of the children at all times. No other person, including, but not limited to, teachers, guest speakers, entertainers, instructors, visitors, etc. may provide for the care and/or supervision of the children.

Nondiscrimination

The TreeHouse admits students of any race, color, religion, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. The preschool does not discriminate on the basis of race, color, religion, gender, national and ethnic origin in the administration of educational policies, admissions policies, and other school-administered programs. The same requirements and rights apply to any student or parent with disabilities as long as reasonable accommodations can be made to meet the student's or parent's needs.

Grievance Procedures

If you're having a problem with any policy or procedure at The TreeHouse, we encourage open communication. Please contact the Board President. A current year contact list will be provided at the beginning of each school year. We want to enable the preschool to run smoothly and productively for all involved.

The TreeHouse is a parent cooperative and as a member, your input is always welcome! If you have suggestions for improving the school or enhancing the curriculum, please share your ideas with a board member.

The TreeHouse welcomes you as the parent of a unique and wonderful child! Thank you for getting involved at our school to make the preschool experience for you and your child a successful one!