

# September



2	<b>SCHOOL CLOSED - Labor Day Holiday</b>
3	Fall session begins
3	<b>PAYMENT #1 DUE</b>
3-6	Back to School Unit
9-13	Self and Family/Life Skills Unit
16-20	Johnny Appleseed Unit
23-27	Health Unit



Learning Tree T-shirt Days for September: 6, 12, 20 & 26

## Looking ahead...

Sept. 30	<b>PAYMENT #2 DUE</b>
Oct. 9 & 10	<b>SCHOOL PICTURE DAYS (More info to come)</b>
Oct. 14	<b>SCHOOL CLOSED</b>
Oct. 28	<b>PAYMENT #3 DUE</b>

We welcome all our new and returning students to our Fall program! We look forward to a wonderful and exciting year! ALL students arriving prior to 8:15am will go to the Preschool Tots class. If you arrive between 8:15am-9:00am, PS/PK students will go to the big yard, and PS Tots will go to their classroom. PS/PK students arriving after 9:00am will go directly to their first classroom. \*\*Class assignments will be emailed out (and listed on your tuition statement) the last week of August\*\* Please always walk your child to their destination and never leave them alone in an empty classroom. Additionally, please make sure that a staff member acknowledges that your child has arrived before you leave. Roly Polys can always be dropped off in their classroom. Preschool and Pre-K "half day" students can be picked up from their last classroom at noon.

The first couple of weeks of school can be very busy and hectic as everyone settles into their routines, so please plan accordingly for parking, check ins, and overall school needs. As we kick off the school year, parents often have many questions, and we will do our best to assist everyone as quickly as we can. However, we have quite a few new families starting, so please be patient while we do our very best to get everyone helped.

We have many fantastic things planned and can't wait to experience them with our students and parents. Please watch for dates of events and celebrations in our monthly newsletters. We have a private Instagram page that teachers will post photos and videos when possible for our current parents to follow. Please check near your child's Lesson Plans in the hallway for the QR code to scan. If your Instagram name or photo is not easily recognizable, please let the office know so that we can accept your request. To maintain appropriate privacy of our students, we must be able to identify your account before we will accept your request. If you ever have questions or concerns, please feel free to email, call or even come to the office and speak to someone. Also make sure to visit our website [www.LearningTreeLomita.com](http://www.LearningTreeLomita.com), for helpful information, reminders, and links to the newsletters.

*"Handle With Care"* - We all have things in our home lives that sometimes can carry over into school. If your family is experiencing difficulties at home, we would like to provide additional support at school. We understand that you are not always able to, or even feel comfortable sharing details, and that's okay. If your child is coming to school after a difficult night, morning, or weekend, please email us *"Handle With Care"*. Nothing else will be said or asked. This will simply let us know that your child may need extra time, patience, hugs, or help during the day.

### **A FEW REMINDERS TO HELP THINGS RUN SMOOTHLY**

When dropping off or picking up children, park only in designated parking spaces. Hold hands with your child and walk on the sidewalk. Always wear seatbelts and use car seats. Never leave children unattended in the parking lot. **PARENTS - WATCH YOUR SPEED IN THE PARKING LOT AND FOLLOW THE PAINTED ARROWS FOR ENTRY AND EXIT.** Also, the parking lot is not a safe place for children to be playing as cars are constantly coming in and out. Our number one concern is the safety of your child. Please help us in keeping them safe by not letting them roam in the parking lot. There are 3 available parking spots along the sidewalk of the school. The area nearest the handicap space is NOT a parking spot. Parking there will not allow a car to get in and out of the space. Please keep that area clear.

**\*\*\*Important Notice---**Never leave children in a car unsupervised!!! **"Kaitlyn's Law,"** enacted by the California legislature in 2001, prohibits adults from leaving a child age **six or younger** in a car without the supervision of someone age 12 or older. Even if you think you'll only be gone for a minute, don't leave a child in your car unattended. For more information, visit [4rkidssake.org](http://4rkidssake.org).

**State Law requires that all children be signed in and out daily. The Learning Tree uses a computer system for checking in and out. If you haven't already been fingerprinted, please stop in the office so we can help you. If you are having issues with your fingerprint, please let the office know asap and we can assign you a bypass pin code instead. In the event that the computer system is down, there will be a paper log available, where FULL SIGNATURE and time of drop off/pick up are required. Both the computer and the paper log are in the foyer area at the office window.**

Each family is given a personal pin code to unlock the front door. This pin code can be given to anyone who is authorized to drop off/pick up your child(ren) from school. If you enter your pin incorrectly, the door will NOT unlock. If you see the lights flashing, something was entered incorrectly. Please wait a moment for the keypad to reset, and then try it again. If you are having trouble, you can ring the doorbell and we can let you in. Please let the office know if you have not received your pin, or if you are having difficulties. **\*\*\*Please do not allow children to touch the keypad and/or pull or push on the front door.**

Please be reminded that children are NEVER allowed in the rooms unsupervised. So, whether in the early mornings, or late afternoons, if a teacher is not present and your child needs to go in a room to grab something from their cubbies, you must accompany them. Please do not allow students to play in empty classrooms. Teachers often set their rooms up for the next day and sometimes have personal belongings in their room, so we appreciate your assistance in this matter.

Children who nap should bring a blanket or beach towel to lie on and a blanket to cover up with. All nap items **MUST** be contained in a bag that will fit neatly in the cubbies. For safety reasons, please **NO** plastic bags. Make sure names are on all items. Napping items should be taken home at the end of the week to be laundered and brought back to school on your child's first attendance day of the week.

\*PS/PK Parents of FULL DAY students – please put your child's nap blankets/extra clothes in their hallway cubby at drop off. Additionally, PS/PK students have bins on the rolling carts for their artwork, classwork, and homework (when applicable) down the hallway that leads to the playground door. Please place your child's labeled water bottle in their bin at drop off time. If bins are not by the hallway wall, please check your child's first class.

\*PS Tots and Roly Polys parents may drop all of their belongings off in their classroom. Every child has a cubby where their things can be stored so please make sure their items fit inside. You can pick up their art projects and classwork from those cubbies as well.

If your child is a full day student, they will need a lunch. Please drop their lunch off on one of the lunch carts in their classroom. **Bears, Cobras and Dragons student's lunches go in Room 2. Happy Hippos, Groovy Goldfish, Funky Foxes and Excellent Eagles student's lunches go in Room 3.** Please try to pack nutritious foods for them to eat. Although our snacks never include nuts, we are not a nut free school. So, students who would like to bring lunches containing nuts may do so. We have designated "nut free" tables for students with nut allergies. We do have microwaves for heating up food, so feel free to pack items that needs to be heated. However, if doing so, please send them in their own container that is ready to be warmed up. No candy or junk food please. Remember to include utensils and ice packs to keep lunches cool. Please label everything!

*Class hours are from 9:00 a.m. to 12:00 noon. Please get your child to class by 9:00am and pick up  $\frac{1}{2}$  day students as close to 12:00pm noon as possible. Half day drop off begins at 8:50am. You will have a 5-minute grace period at pick up time. Checking in prior to 8:50am or checking out after 12:05 will assess the extended cost fees.*

The majority of our communication is done through email. You may receive emails from the following email addresses: [notifications@procaremessagingservice.com](mailto:notifications@procaremessagingservice.com) (newsletters, tuition statements, etc will generally come from this email), [learningtreepreschool2157@gmail.com](mailto:learningtreepreschool2157@gmail.com) and [learningtreepresch@att.net](mailto:learningtreepresch@att.net) . Please be sure to mark all of these email addresses as safe so that you do not miss out on any correspondence from us.

### **Tuition payment options are as follows:**

**Option 1.** Pay the full 4-week discounted tuition amount on the first day of scheduled attendance in the billing cycle. Reminder that billing cycles are every 4 weeks and not a calendar month.

**Option 2.** Pay the higher weekly rate on first day of scheduled attendance each week.

\*Payments not received on the first scheduled attendance day (for both the weekly option and the 4 week option) will be assessed a 10% late fee.

\*\*\*Regardless of option chosen, if payment is not received by the end of the week, your child may not attend the following week until tuition and late fee have been paid.

\*You may also sign up for the ACH auto-debit program. For more information, please contact the office.

**We are able to administer short term prescription medications if needed. Over the counter medications are not allowed. Doctor prescribed medications must be in prescription containers with written directions along with a completed "Parent Authorization to Administer Medication" form. Prescription medications will not be given unless cleared beforehand. This can be done with Ms. Stacey Johnson, the opening teacher, or through the office. Medications will not be given unless these procedures are followed. MEDICATIONS MUST NOT BE PUT IN LUNCHBOXES, CUBBIES OR BACKPACKS. \*\*PLEASE DO NOT PUT HAND SANITIZERS, OINTMENTS, CREAMS, ETC IN THE STUDENT'S CUBBY OR LUNCHBOXES. Classrooms that are not equipped with sinks for handwashing have an ample supply of hand sanitizer for the students to use.**

As per our Sick Child Policy, if your child is at school and becomes ill, the office will call you to have them picked up. If you are called, please make sure to make every effort to arrive in a timely manner. If we are unable to get ahold of the main contact people, we will begin to call other your additional pick-up options.

All children must bring a labeled, refillable water bottle with them to school each day. We will happily refill water bottles as needed. PS/PK parents, please place their water bottle in their colored bin (located in the hallway) when dropping off. PS Tots and Roly Polys students can place their water bottles in their classrooms.

Morning snack is available for all students. Afternoon snack is available for those children staying beyond naptime. The snack calendar is posted on the information wall in the foyer.

Stardreams Dance Class will be offered on Wednesdays or Thursdays, to our FULL DAY students only. There is an extra fee for this class that is paid directly to the company. Flyers with information and applications are available through the office. Spaces are limited and registrations are taken on a first come, first serve basis. Once classes are full, we will begin a waiting list.

Little Dragons Karate will be offered on Mondays to our FULL DAY students ages 4 and up. There is an extra fee for this class that is paid directly to the company. Application fliers will be available for eligible families. There are only 12 spaces available, so if you are interested, be sure to turn your application in right away. Once the class is full, we will begin a waiting list.

*When dressing your children for school, try to have them wear comfortable play clothes that are easy to pull up and down for restroom use. Children are encouraged to participate in all of the fun sensory motor explorations we have to offer and sometimes end up with paint (or other stuff) on their clothes. Tennis shoes or other closed-toed shoes are required for safety reasons. (CROCS are NOT allowed)* Please make sure that your child has a jacket and at least one complete change of clothes on campus at all times. \*\*\*Please note that the extra set of clothes for the cubby is separate from the ones you bring for their yellow emergency bag. Emergency bags are stored in the shed and are only retrieved in an emergency.

T-shirt day is a designated day usually once a week (alternating between Thursday and Friday) when students can wear their Learning Tree shirts to school to show their school "spirit and pride". Learning Tree Pre School, LLC T-shirts (\$10.00) are optional and can be purchased through the office.

***Students arriving at school before 7:45 will be able to bring breakfast to eat with Ms. Stacey Johnson. Due to supervision and safety reasons, if arriving after 7:45, please have your child eat before coming to school. If your child brings breakfast or a meal after 7:45am, they can eat it during their morning snack time only. Any food brought to school must be in a container in a lunchbox labeled with the child's name.***

Special snack or treats may be brought in for your child's birthday. Please let the office know ahead of time if you are going to bring in a special snack for your child's birthday so we have the opportunity to check the schedule for that day. Some ideas for a special snack: muffins, cookies, small cupcakes (as many students do not finish large ones) or you may want to try fruit or veggie sticks. ☺ **ALL ITEMS MUST BE STORE BOUGHT/BAKERY MADE AND PEANUT FREE.**

**Please call, email, or stop in the office if you have any questions!**

