



## Summer Session 1

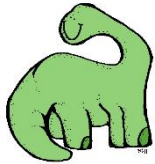


June 12 **Session 1 Payment Due**  
 12-16 Nursery Rhymes Unit  
 19 **SCHOOL CLOSED**  
 20-23 Camping Unit  
 26-30 Stars and Stripes Unit  
 July 3-7 Safari  
 4 **SCHOOL CLOSED**

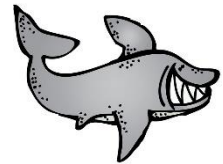


Learning Tree T-Shirt Days: June 16, 22 & 30 and July 6

## Summer Session 2



July 10 **Session 2 Payment Due**  
 10-14 Desert Life Unit  
 17-21 Water Sports Unit  
 24-28 Dinosaur Unit  
 31- 8/4 Under the Sea Unit



Learning Tree T-Shirt Days: July 14, 20 & 28 and August 3



## Summer Session 3

August 7 **Session 3 Payment Due**  
 7-11 Pirates Unit  
 14-18 Zoo Unit  
 21-25 Space Unit  
 28-31 Circus Unit  
 Sept 1 & 4 **SCHOOL CLOSED** (School Maintenance & Labor Day)



Learning Tree T-Shirt Days: August 11, 17 and 25 & 31

**The first day of school for Students who are staying with us for the Fall is Tuesday, September 5<sup>th</sup>.**

Welcome to The Learning Tree Preschool, LLC Summer Program! We have lots of fun and exciting unit studies planned for the summer that we're sure our students will love! We would like to welcome all of our new and returning students. We look forward to a great summer!

Please read the following information to help keep your children safe and make things run smoothly:

1. When dropping off or picking up children, park only in the designated parking spaces. No parking is permitted along the East wall with all of the greenery. Also, the area along the sidewalk nearest the school that is adjacent to the Handicapped parking is not a parking spot. There are 3 spots along the sidewalk that are marked with white paint outlines. Those are the only spots that are available for parking nearest the building. When using those spots, please be sure to park flush against the sidewalk, and not at an angle. If those are full, please take advantage of the remaining spots throughout the parking lot. Also, it's nice to visit with friends, but try to visit off the school grounds as parking spaces are limited and traffic gets very congested during peak drop off and pick up hours. Street parking and the public lot on the corner are also available for your convenience. For the safety of our students, please also remember to follow the painted arrows and drive slowly, taking extra precautions while in the parking lot.
2. When bringing your student to school, please walk with them to their destination and let a teacher know that they have arrived. Never leave a child in an unsupervised classroom or playground area. Please do not send a child by themselves to their classroom or other areas to drop things off. For safety reasons, children should always be accompanied by an adult. When picking your student up, please let the teacher know that they will be leaving so that they know that they are no longer under our supervision.
3. Preschool and Pre K students arriving before 8:30am will go to the Preschool Tots Class. Preschool and Pre K students arriving after 8:30am will do to the playground. Preschool Tots and Toddlers will go directly to their classroom. All students will go to their first class after 9:00am.
4. Please make sure that your child brings a refillable water bottle to school with them each day. Preschool and Pre K students can put their water bottles in their bins along the wall, Preschool Tots and Roly Polys can give them to the teacher at drop off. \*\*If you don't see your child's bin in the hallway, please check their first class.
5. Preschool student's lunchboxes should be dropped off in Room 2. Pre Kindergarten students lunchboxes should be dropped off in Room 3. Preschool Tots and Toddlers lunchboxes should be dropped off in their classrooms.
6. All children should have 1 or 2 complete changes of clothes in their cubbies in case of spills or accidents, and a jacket in case of cooler weather. If your child has an accident/spill requiring changing of clothes, and there are none available in their cubby, we will need to call to have clothes brought to school. If a Preschool or Pre K student has an occasional urine accident,

we will change them and bag up their soiled clothes. However, if a student in the Preschool or Pre Kindergarten program has a bowel movement accident that cannot easily be cleaned, that portion of the school is not equipped with the proper facilities to change them, clean up appropriately and dispose of their soiled clothes. So, if a student in either of those programs has a difficult to clean bowel movement accident, the parents will be called to pick them up. Frequent bathroom accidents for Preschool and Pre Kindergarten students may require the evaluation of readiness for the program. Please refer to our "Bathroom Accident Policy" for full details.

7. State law requires that all children be signed in and out daily. We ask that you sign your child(ren) in and out through our computer system. If you haven't been fingerprinted or given a passcode yet, please see the office for assistance. In the event that the internet is down, you must sign in and out on the paper log. Please sign the time of drop off/pick up as well as your FULL signature.
8. Please do not let your children play with the keypad at the door entrance or pull/yank on the door. Pulling or pushing forcefully on the door while it is locked, may cause it to break. Please also NEVER let children go to the door ahead of you. The door will only briefly unlock when a valid code has been entered. If you enter your code and do not hear a click at the handle, your input was not successful. Please wait a moment for the keypad to reset, and then re-enter your code.
9. Pay tuition in full on or before the first day of scheduled attendance in order to receive the 10% discount. Payments received after the due date will be billed at the regular tuition rate.
10. There is a \$10.00 per hour charge for our half day students attending before 8:50am and after 12:00pm. This cost will be applied to your next tuition statement and listed as "extended cost" from the previous billing cycle.
11. LABEL, LABEL and LABEL! Label all personal items such as blankets, sheets, sweaters/jackets, lunchboxes, containers, etc. Basically, label EVERYTHING!
12. Make sure nap items are small enough to fit in cubbies. If they hang over, they are too big. Please do not store items in the cubbies in plastic bags. All items should be taken home weekly to be laundered.
13. Please send lunches and snacks that are nutritious and send what your child normally eats at home. We do have a microwave to warm up lunches. Don't forget eating utensils and an ice pack to keep food cool. Remember - candy is not permitted in school. For safety reasons, we also ask that you do not attach anti-bacterial soaps to your child's lunchboxes or any other personal items. There are sinks in the lunchrooms where students are able to wash their hands.
14. Medications **MUST NOT** be put in the children's lunchboxes or cubbies. All medicine must be in prescription containers with a printed pharmacy label or written directions from a physician. Over the counter medication cannot be administered unless prescribed by a doctor. In addition, a "Parent Authorization to Administer Medication" form must be filled out by the parent before we can give your child any medication. This can be done with the opening teacher or through the office. Medications will not be given unless these procedures are followed.

15. Students needing to eat breakfast at school, must come before 7:45am. If your child brings something to eat past that time, they will only be allowed to eat it during their class's snack time. All food must be brought in a lunchbox labeled with your child's name.
16. If your student is not feeling well, please keep them home. Please be mindful that your child should be free of any symptoms (fever, vomiting, diarrhea, unexplained rash, etc) for at least 24 hours before returning to school. If we have to call you to have your child picked up from school because they are ill, please respond promptly and make quick arrangements to come and get them.
17. School closes at 6:00pm sharp every day. This means students should be picked up and out of the building by 6:00pm. Our teachers have obligations of their own after work, and it is a major inconvenience for them to stay late. Please be mindful that there is a hefty charge for students who stay past 6:00pm. Please see the "Late Pick Up Policy" for more information.
18. Please take a second to visit our website - [www.LearningTreeLomita.com](http://www.LearningTreeLomita.com) to review The Learning Tree Parent Handbook which will cover our school policies.
19. The school uses 2 email addresses for correspondence. For direct or personal emails, [LearningTreePreschool2157@gmail.com](mailto:LearningTreePreschool2157@gmail.com) is used. For mass emails like newsletters, billing, etc, [notifications@procaremessaging.com](mailto:notifications@procaremessaging.com) is used. Please mark both emails as safe senders so that you don't miss out on anything. If you have a new email address, please make sure to update your information with the office.
20. New students will be starting at the beginning of each summer session. We will do everything we can to make things run as smoothly as possible. If the office is busy, or if class has already begun, and your question for the teacher or office is not urgent, please send an email or call later in the morning. We will do our very best to help everyone as quickly as we can!

