

SEPTEMBER



Sept. 7	SCHOOL CLOSED - Labor Day Holiday
8	Fall session begins
8	PAYMENT #1 DUE
8-13	School Unit- Life Skills Unit
14-18	Self and Family Unit & cont. with Life Skills
21-25	Johnny Appleseed Unit
28-10/2	Health Unit



Learning Tree T-shirt Days for September: 10, 18, 24



Looking ahead...

Oct. 1 & 2	School Picture Days (more info to come)
Oct. 5	PAYMENT #2 DUE

Our current business hours are Monday through Friday, 7:30am-6:00pm

We welcome all our new and returning students and we look forward to a wonderful and exciting year! With the new Drop Off & Pick Up Policies in place, things have the potential to run a little slower, as teachers receive students and their belongings, do temperature checks and handwashing, and get them to their correct locations. Please plan accordingly for parking, check ins and overall school needs. Please also wear your mask while at the facility and maintain social distancing while you wait to be helped. A copy of the Drop Off and Pick Up Procedures as well as COVID FAQ's are attached in case you need a refresher. We will do our best to help everyone as quickly as we can, but please be patient while we all get adjusted to our new routines.

We have many fantastic things planned and cannot wait to experience them with our students. Our goal is to provide them with as much of a normal experience as possible and we will try to share these experiences with you through pictures and videos in the foyer or on our Facebook when possible. 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, for helpful information, reminders and links to the newsletters.

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. 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.

*****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.

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 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. Only ONE person is allowed at a time at the check in station. Please use the markers on the ground to stand 6 feet apart while you wait your turn. Being that the computer is a high touch surface, please wash your hands or use the hand sanitizer **AFTER you have checked in or out.**

Each family is given a 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. 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 on the front door.**

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. You will have a 5-minute grace period on drop off and pick up but checking in or out earlier or later will assess the extended cost fees.

Tuition payment options are as follows:

Option 1. Pay full amount first day of scheduled attendance to receive discount. Payments received after the due date will be billed the actual tuition rate.

Option 2. Pay weekly on first day of scheduled attendance each week. Weekly payments not received on the first scheduled attendance day will be assessed a 10% late fee. *Any additional charges/activities fees above your basic rate are to be paid with the first week’s payment.

******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.**

Medications will not be given unless cleared through the office. Doctor prescribed medications must be in prescription containers with written directions along with a completed “Parent Authorization to Administer Medication” form. This can be done with Miss Stacey, 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.

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.

Please try to pack a nutritious lunch for your child. We do have microwaves for heating up leftovers so feel free to pack food that needs to be heated. No candy or junk food please. Remember to include utensils and ice packs to keep lunches cool. Please label everything!

Preschool and Pre Kindergarten Parents - Please check your child’s personal bin daily for artwork, worksheets, masks, information, etc. Bins will be located in the hallway, near the door to the playground (Drop Zone 2) at pick up time.

Preschool Tots and Toddlers Parents – The teachers will store the students Diapers, wipes, extra clothes and nap blankets in their classroom cubbies. The students have an additional cubby in the hallway along the wall of their classroom, specifically for their masks, artwork, things that need to be taken home daily, etc. Please check that cubby daily at pick up time.

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 their cubbies. Please make sure the student's name is written clearly on the outside of the bag, and on all of its contents. **Preschool & Pre-Kindergarten Parents** -- You will drop off your child's Nap Bags in the blue bins at Drop Zone 2. The teachers will put the children's nap things into their cubbies. The teachers will also gather their nap items for you at the end of the week so they can be taken home and laundered.

If a Preschool or Pre-Kindergarten student has an occasional urine accident, we will assist in changing the students and bag their urine-soaked underwear to be given to the parents at the end of the day. However, if the student has a bowel movement accident, please note that the Preschool and Pre-Kindergarten portion of the school is not equipped with the proper facilities to change the student, clean them appropriately, and dispose of soiled clothes properly. So, for health and safety reasons, if a child in the Preschool or Pre-Kindergarten program has a bowel movement while in underwear, we will need to call the parents to pick that child up. Excessive accidents for Preschool or Pre-Kindergarten students may result in a temporary break from school to re-evaluate the student's readiness for the program.

Label ALL items such as lunchboxes, jackets, extra clothes, and nap items.

Afternoon snack is available for those children staying beyond naptime.

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)

T-shirt day is a designated day usually once a week when students can wear their Learning Tree shirts to school. Learning Tree Pre School, LLC T-shirts (\$10.00) and can be purchased through the office.

Students arriving at school before 7:45am will be able to bring breakfast to eat with Miss Stacey. If arriving after 7:45am, please have your child eat before coming to school. Any food brought to school must be in a container in a lunchbox.

Reminder to parents and any new families that have just started, the Learning Tree discourages the passing out of goodie-bags during holiday parties. The students have such a busy, fun day on these special occasions that they do not need extra "goodies". Also, some students do feel left out when they do not have something to pass out to their friends. 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 AND PEANUT FREE.**

