



Welcome to Tree Tops 2 Preschool

We at Tree Tops 2 Preschool understand the importance of and are committed to the very best preschool care for your child. Our professional staff are qualified and experienced to provide a broad curriculum to prepare your child for entry into Primary School when the time comes.

The beautiful playground overlooking Church Bay and spacious classroom areas, the well planned schedule of age appropriate activities, the high standard of our structured academic curriculum and our open door policy all contribute to make Tree Tops 2 one of Bermuda's finest preschools.

Tree Tops 2 operates on a year-round basis, Monday - Friday, only closing for public holidays and 2 weeks over Christmas and New Year. School is open from 7.30am until 6.00pm, all children must arrive before 9am in time for daily music and registration time. Children who attend mornings only must be picked up by 1.00pm, all other children can be collected any time from 3.00pm onwards. We ask that you do not come between 1.00pm and 3.00pm as it may disrupt Rest Time.

One Saturday morning a month we offer tours when you and your family can visit the school, look around, chat to some of our class teachers. At this time please ask any questions and voice any concerns you may have.

A non-refundable registration fee of \$200.00 is to be paid to guarantee your child has a place when wanting to start.

We accept children aged from 18 months until they begin Primary School at 5 years old. Registration fees are only accepted where spaces are available and your child's start date should be entered on the application form. We accept children who have been approved by the Government Child Day Care Allowance Programme. Once your child is registered, the school will contact you prior to your child's start date to arrange a playdate so that your child can visit the school one morning to meet their new friends and teachers.

School fees are due on the first of each month. Full-time places are \$1250.00 per month, part-time places are available as follows; 4 days at \$1075, 3 days OR 5 mornings at \$875 and 3 mornings at \$675. All accounts paid in full by 15<sup>th</sup> of the month will be given a \$75 discount. Families with more than one child attending full-time, consecutively will earn an additional \$175 discount. All balances must be paid by the final business day of the month. We accept cash or online payments at BNTB 2000 6060 393887 100.

For those parents who have an early start, we have a "Breakfast Club". If your child arrives at school before 8.15am they may bring their breakfast with them and join the other children eating their breakfast. Please send finger foods so that your child can eat independently.

During July and August we have a summer programme when the children will get to go on field trips, bring their bikes to school for bike and enjoy wet days under sprinklers and in paddling pools and water trays. Our class time will be devoted to arts and crafts and fun activities as well as continuing with our academic programme. We invite the parents to come and volunteer their time to help supervise during our field trips.

Parents will be contacted prior to starting school so that an orientation time can be arranged for your child to visit the school, meet the teachers and the other children and to look around the facilities. As this time, please feel free to ask any questions or voice any concerns you may have.

Due in part to our perfect facilities, we hold at least 5 annual events that your child's family and friends will be encouraged to attend. In December we hold our Christmas Concert on the stage, in March/April we have Sports Day on the playground and in June we hold our Graduation Concert to celebrate our preschool students who will be leaving for Primary School in September. In May we have our Mother's Day picnic and in June our Father's Day picnic. All the children take part in these events as well as numerous other special days.

Tree Tops 2 does not administer any medication without parental permission. All medicines and inhalers must be given directly to a teacher when arriving at school, clearly labeled with exact dosing instructions and times for that day. All medication will be placed in the Medication Box in the office with the written instructions. A report will be signed by the class teacher and sent home that afternoon. If your child has a fever or appears unwell they must stay at home, please call the school and let us know. If your child has vomiting or diarrhea they must stay at home for at least 48 hours after

the last bout.

If your child has long hair it must be kept tied up during school. This helps to prevent any accidents with scissors, glue, paint or Head Lice.

Please do not send your child to school in shoes with laces unless they can tie them without help.

During warm weather all children must wear sandals with Velcro closures around the heel. Flip flops and crocs are not suitable for school and pose a safety hazard when running and climbing. Crocs are permitted for children who are toilet training to avoid wet shoes.

One month's notice in writing is required if you wish to withdraw your child from school prior to their Graduation. We regret that no refunds are given if your child is absent from school due to illness or vacation, this ensures that a place is held for your child at all times.

Birthdays - if you wish to provide a cake for the children, please speak to your child's teacher to arrange a suitable time with her. Parties are not permitted at school however, invitations for events outside of school may be bought in to be delivered to the children.

On Fridays we offer Pizza Lunch which includes 2 slices of cheese pizza, a juice and a snack for \$9.00 each week. Pizza forms are sent out at the beginning of each term, parents can pay monthly or by the term and participation is optional.

Tree Tops 2 closes at 6.00pm. Please make sure your child is collected before 6.00pm every day. If someone that we don't know is collecting your child please send in a note, speak to the teachers or call the school that day. People that we do not know will not be allowed to leave with your child without confirmation from you. Any child who is not collected by 6.00pm will be charged a late fee.

Please make sure the school has your up to date contact information at all times in case of an emergency, illness or lateness. If for any reason you are running late, please be courteous and call the school to let the teachers know you are on your way.

Please use care, caution and courtesy when arriving and leaving the school car park. The playground gate is kept locked at all times for the safety of the children so access is only possible through the front door is locked, the children are taught that they are not allowed to open it themselves so please assist us by enforcing this rule.

**Parents are asked to provide the following when your child starts school:**

**1.** A clearly named lunch box with fruit and water for morning fruit time, a nutritious lunch and water for midday and a couple of healthy snacks and a drink for afternoon snack time. If your child brings a hot lunch, please send it in a thermos as we do not heat up their food. Please remember to send cutlery in their lunch box if your child needs it. During the warmer months your child may require additional water as they do get thirsty during the day. Two of the drinks can be frozen; this will help keep the lunch box cold and will provide a cool drink in the afternoon. You are welcome to send in a large bottle of water to refill their small bottles throughout the day. Yogurt tubes and pizza Lunchables are not permitted at school as they are too messy. Glass containers, Hard candy and lollipops are also not allowed as they can be a safety hazard. If your child has any dietary restrictions e.g. allergies, vegetarian, lactose intolerant etc please let the teachers know as we sometimes have party lunches when the food is provided and we will be able to plan accordingly to accommodate your child's needs.

**2.** A clean, clearly named towel in a reusable bag for rest time, which will be sent home each Friday to be laundered and must be returned the following Monday. Each child has a rest mat to place their towel on for rest time. In cooler weather an extra blanket or a sleeping bag should be sent.

**3.** A change of clothes to be kept at school in case of spills, accidents or illness.

Thank you in your interest in Tree Tops II Preschool, we hope to welcome your child and your family in the near future. If you have any questions please don't hesitate to get in touch.

Yours sincerely,  
Sarah Oatley  
Head Teacher

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