



Tree Tops II Preschool Ltd  
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Welcome to Tree Tops II Preschool

We at Tree Tops II 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 academic curriculum and our open door policy all contribute to make Tree Tops II one of Bermuda's finest preschools. In light of the current Covid-19 restrictions our Open Door Policy has been temporarily suspended however, interested families may contact the school to book a specific time to tour the school and meet the teachers while maintaining the safety standards.

Tree Tops II 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 and we recommend the children arrive before 9am in time for daily music and registration time. We have an Open Door Policy when you can pick up your child throughout the day however, to avoid disrupting Rest Time we ask that you avoid coming between 1.00pm and 2.30pm.

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. School fees are due on the first of each month. Full-time places are \$1250 per month and a discount of \$75 will be given if the account is paid in full by 15th of the month. We also offer part-time programmes of 5 mornings OR 3 full days a week at \$875 per month OR 4 days a week at \$1075 OR 3 mornings a week at \$675 per month, all offering a \$75 discount if the account is paid in full by 15th of the month. Families with more than one child attending consecutively will earn an additional monthly discount.

We accept children who have been approved by the Government Child Day Care Allowance Programme.

All balances must be paid in full by the final business day of the month.

We accept cash or online payments at BNTB 2000 6060 393887 100.

During July and August we have a summer programme when the children will get to go on field trips and bring their bikes to school for bike and sprinkler days. Our class time will be devoted to arts and crafts and fun activities as well as continuing with our academic programme. We ask that the parents volunteer their time to help the teachers with transportation and supervision during the field trips.

Due to Covid-19 regulations volunteers are currently temporarily suspended.

Parents will be contacted prior to starting school so that a playdate can be arranged for your child to visit the school and spend the morning. This is an opportunity to 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.

For those parents who have an early start, we do 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.

Due in part to our perfect facilities, we hold at least 3 annual events that your child's family and friends will be welcome to attend. In December we have a Christmas Concert on our stage, in April we hold a Sports Day on the playground and in June we have our Graduation Concert to celebrate our 5 year-olds, who will be leaving for Primary School in September. All the children take part in these 3 events as well as numerous other special days that parents and family will be invited to, such as our Mother's Day and Father's Day lunches.

Tree Tops II does not administer any medication without parental permission. All medicines/inhalers must be given directly to a teacher when arriving, clearly labeled with exact dosing instructions for that day. Please send in a small container with the correct amount for that day only, this avoids any issues if the medication is left at school overnight.

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. Your child will be required to have a hat at school from 1<sup>st</sup> May until 1<sup>st</sup> November so that they can enjoy outside playtime.

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 drink and a snack for \$8.00 each week. Pizza forms are sent out at the beginning of each term and participation is optional.

Tree Tops II closes at 6.00pm. Please make sure your child is collected before 6.00pm every day. If someone other than the parents 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. When picking up or dropping off please make sure the front door is closed behind you. The children are taught that they are not to open or close the front door 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 a drink for morning fruit time, lunch and water for midday and a couple of 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 also make sure if your child requires cutlery that you include it in their lunch box. 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. Go-gurts and pizza Lunchables are not permitted at school as they are too messy. 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 etc please let the teachers know as we often have party lunches when the food is provided and we will plan accordingly to accommodate your child's needs.

**2.** A clean, clearly named towel 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 as well.

**3.** A change of clothes to be kept at school in case of spills, accidents or illness. A bag of diapers and wipes if your child is not toilet-trained.

Thank you for your interest in Tree Tops II Preschool, we hope to welcome your child and your family in the near future.

Sincerely,  
Sarah-Jane Oatley  
Head Teacher  
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