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City Tree Christian Preschool, (CTCS) operated by First Presbyterian Church, is a non-profit organization licensed by the California Department of Social Services and a member of the Association of Christian Schools International. We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

✧ **MISSION**

We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ as found in the Bible.

✧ **PHILOSOPHY**

Children will be provided with educational experiences, loving care and protection in an accepting Christian environment. Our teachers manifest, by precept and example, the highest Christian virtue and personal decorum. They serve as a role model (I Timothy 4:12), both in and out of school, to pupils (Luke 6:40) and as an example to parents and fellow staff members in respect, judgment, and Christian living. The school curriculum introduces children to a Christian way of living and playing together, interpreted through the teachings of Jesus Christ. Children will learn to think of their world as given by God because of His perfect love for them.

Realizing that each child comes to school with a unique set of experiences, the curriculum addresses their individual developmental needs and enhances their awareness of God's love for them. Play is an integral part of the classroom, encompassing all the child's learning activities. Our curriculum nurtures children of church and unchurched families. It is our expectation that families with children enrolled at City Tree Christian School share certain values and standards which define and impose proper behavior that is required of all students. For example: no foul or abusive language, or aggressive/ intimidating actions toward others. We also expect parents to model these same behaviors in their interactions with all the staff and children at City Tree.

✧ **GOALS-DAILY PROGRAM**

The staff of the City Tree has the following goals to help your child meet his/her spiritual, cognitive, physical, social, and emotional needs:

1. To help him/her feel happy and secure in the first step away from home.
2. To assist him/her to become independent and self-confident, as well as a competent group member
3. To teach him/her acceptable social behavior and manners
4. To stimulate his/her curiosity and creative powers
5. To inspire in him/her a desire to explore his/her environment
6. To produce in him/her academic achievement with high moral values
7. To grow in his/her knowledge and love of God

These goals are attained through our daily program, which includes the following:

- Indoor and outdoor play
- Experiences with numbers and pre-reading skills, as well as creative movement, fine and gross motor development, arts and crafts, music and drama. Students are also introduced to technology through use of computers in the classroom
- Love of God, country, family and the acceptance of the uniqueness of each individual
- Snack, rest and toilet times
- Field trip experiences--expanding the classroom into the community.
- Spanish language classes for 3 & 4 year olds
- Optional/extra fee services include Playball, music and movement, dance, music lessons, and Spanish.

🌀 PREPARATION FOR SCHOOL

Entering school is a big step for both the child and parent(s). Children may react in different ways. If your child cries or clings, do not be upset but be calm and reassuring. Sit with your child until he/she is more confident or interested in the other children or activities. When children do cry, they rarely continue after the parent leaves.

When the first excitement wears off some children experience a delayed reaction to the separation, and there may be some temporary tears, fussiness, or hesitancy. The simple statement, "This is the day you go to school; you'll stay home Saturday" is usually more effective than pleading or arguing. At the same time you can be observant to see if there is a reason your child is reluctant to stay -- is your child tired, too rushed, coming down with a cold, jealous of a sibling, afraid of missing something at home, or upset about a school friend or situation. Please feel free to talk to the teachers about your concerns.

Talk about school. Help your child know that going to school is a wonderful part of growing up. Be confident that this is a good place for your child to be, as your child will take his/her cues from you. Do not talk about what you are going to do while your child is at school -- your child might want to do it with you or might feel you are anxious to get rid of him/her. Be glad to see him/her after school and enjoy any happenings, lessons, songs, etc. that he/she may share with you.

Don't believe everything you hear about what goes on at school (and we promise not to believe everything your child says goes on at home!). If you do wonder about some statements, ask the teachers and they can usually clarify or interpret the situation.

On school days make sure your child gets up early enough to get dressed and eat breakfast without being rushed, stressed or strained. A relaxed child will have a better day at school, and your day will be better, too. Welcome to our CityTree family!

✧ ADMISSION POLICY

Children are accepted on a non-discriminatory basis. City Tree Christian School does not have special educational programs for children with severe learning, emotional, behavioral or physical handicaps. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class. First priority in enrollment will be given to returning children. Vacancies will then be offered to those who have completed an application according to the date the application and necessary fee(s) were received by the City Tree office. Preference is given to families with siblings. A reasonable balance of ages and gender of children will be taken into consideration when assigning students to a classroom. If we find that we can not meet a child's needs, we reserve the right to request that the child be removed from school.

✧ STARTING KINDERGARTEN

In the California public school system, kindergarteners must be five years old on or before December 2 of that school year. Students entering City Tree Christian School's kindergarten class should be 5 on or before September 1st of that school year. Realizing that children do mature at different rates, students who turn 5 between September 2 and December 2 may be considered for admission to City Tree Christian School's kindergarten program if the child exhibits appropriate readiness. The teachers and administration will determine if a child exhibits readiness.

Children progress, mature, and develop differently. Sometimes it is in the best interest of the child, even though they may meet age requirements, to delay a year in starting kindergarten. During the Pre-K year parents and teachers will be in regular communication about a child's readiness. Checklists and tests are available should further information be needed to make a decision about a child's readiness for kindergarten.

✧ FIRST PRESBYTERIAN CHURCH

First Presbyterian Church of San Diego invites you and your family to come worship with us if you do not already have a church home. Our desire is to help people grow in Christ. The church has many ministries to become involved with, but perhaps the best place to start is with Sunday Worship. Programs offered on Sunday include:

8:00AM Sunday Worship Service #1

Informal atmosphere with praise band that meets in the main sanctuary, students (K-5th) may leave for a separate Kidz Worship or Children's Choir part way through the worship service.

9:15AM Sunday School

Adults: may choose from a variety of classes that explore different aspects of the Bible or Christian life.

Students: a variety of classes are offered for all ages (infant to college). There is a great time of worship and singing as a group followed by age specific classroom study. There is also a strong memory verse program that many students enjoy participating in. Preschool children go to Room 100. K-5th Grade classes meet in the Geneva Room. 6th grade - high school age meet in the 5th grade classroom (307).

10:45AM Worship Service #2

This is a more traditional service also held in the main sanctuary with the Westminster choir and a children's sermon. Kidz Worship and Children's Choir are offered during this service.

Nursery/Preschool Room

The nursery, for infants age 0 – 2 years old, provides a safe and loving environment for your child between the hours of 8:00a.m. until the conclusion of the 10:45a.m. worship service. There is a private room for nursing mothers with a TV monitor for watching the service. The nursery is located on the 1st Floor of City Tree in room 105. There is also a special program for preschoolers (ages 3-5) during both worship services. The students meet in Room 100.

Youth Group

The church youth group offers a wonderful time of fun and fellowship on Sunday morning and each Wednesday evening for youth in grades 6-8. City Tree students in grade 6-8 are welcome and encouraged to attend. Detailed information will be given to students in September. Please contact the Minister to Students, Sean Lynch, at (619) 232-7513 for more information.

☞ SCHOOL SCHEDULE

Preschool children enrolled for a regular day should arrive between 8:15 and 8:30 and be picked up before 3:30. For children enrolled in the extended day program, hours are from 6:45a.m. - 6:00p.m. Monday through Friday or as stipulated in your student's contract. Please see the fee schedule for current rates and time options. You must have prior approval to change your child's contracted schedule. To change contracted hours of care, please come to the school office and fill out an Hours of Care Change form.

In addition to the usual national holidays, school will be closed one week prior to the opening of the school year in September, two weeks at Christmas, one week at Easter, plus four Staff Development days in the late spring. Please refer to the specific vacation/event schedule for the school year for specific dates.

☞ SCHOOL OFFICE

Hours

The school office is open between the hours of 7:30a.m. and 4:00p.m. Official school business should be conducted between those hours. You may reach us in the following ways - by telephone (619)232-3794, fax (619)232-2447 or email at office@citytree.org. Due to varying schedules, if you wish to speak to the Principal, Middle School Director, or Preschool Director, it is best to make an appointment in advance. Items that need to be dropped off to the office before or after office hours can either be given to a teacher to bring to the office or placed under the door if no one is available to receive them.

Office Protocol

- The school office is a very busy place! Please be patient with the staff as we try to help each person who comes in for assistance.
- Parents and students may enter the office only through the front door. The back office is reserved for use by staff only. Parents needing access to the back office must request permission before going into the back.
- Please drop off medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving school premises. If your child is in middle school, medication must still be dropped off in the office by the parent even though student sign in is not required.
- The staff is happy to make photocopies of anything related to school business. Please do not ask us to make photocopies of a personal nature.
- The large photocopiers in the back office are only to be used by parent volunteers and staff who have had training on the use of these machines.
- If you would like something given to a teacher or placed in a teacher's mailbox, please drop it off at the front desk and we will deliver it to the teacher.
- Please keep your voice down and take all personal conversations outside the office.

☞ SIGN-IN/SIGN-OUT SHEETS

Community Care Licensing requires that all preschool children be signed in and out daily by an adult. These sheets are legal documents and a vital school record; they become especially important when accounting for children during a fire or earthquake. Full signatures and clearly written emergency contact phone numbers for that particular day are necessary on the sheet. Please sign your full name (not "mom" or "dad"). Before school, and during the school day, sign-in sheets are located on clipboards in or outside of your child's classroom. Please wait until a teacher has greeted the child before leaving.

Sign out when picking up your child. If you would like to give permission to someone not on your designated pick-up list to pick up your child, please come to the school office, complete a Temporary Authorization Form, and place it on your child's

clipboard (or download a form from our website and fax it to the school office). The child cannot be released to anyone not listed on the application pick-up list or Temporary Authorization. **No exceptions.** If you are not going to be able to pick up your child, please make sure that the person designated to pick the child up is on your list. Changes/additions to this list must be submitted in writing to the school office via student data form. Please also make sure that there are an adequate number of people listed on your emergency list in the office.

🌀 PARKING

Parents may park along the curb in front of the school entrance using the 15-minute zone. Please note that the time limit is strictly enforced and tickets are frequently issued for uncurbed wheels. Parents may also park in the following three First Presbyterian Church parking lots: the narrow lot directly across the street from the school entrance, the large lot on the southwest corner of 3rd and Elm, and the large lot on the northeast corner of 3rd and Elm. Please do not use the reserved spaces. Do not park in the small lot adjacent to the school as it belongs to our neighboring businesses; you will be towed. If you are planning to stay to visit the school for an extended period of time, please put a note on your windshield saying you are at City Tree School. You may not park in our lot for the entire day, as it is needed for other church events (funerals, etc.). Please do not double park when dropping off your child.

🌀 CROSSWALK

All families are required to use the crosswalk located at the corner of 3rd Avenue and Elm St. any time parking is not available in front of the school. We have utmost concern for your child's safety and wish to prevent any unsafe incidents that may occur as a result of crossing in the middle of the block. It is often difficult to see small children walking between cars that are parked in front of the school. Please take this opportunity to teach by example, even if you feel this precaution is unnecessary.

🌀 SECURITY PRECAUTIONS

The safety of each student at City Tree is of paramount concern. Please help to make our building safe by remembering to "BE RUDE". Don't hold the door open for someone that you don't know. The third floor door is an "exit only" door. Do not allow anyone to enter this door while you exit. As you enter and leave the building please make sure the door closes securely behind you. If your student is in Middle School, please remind him/her consistently about this rule.

There are two ways to access the City Tree main doors:

Using your code:

On the black box located to the right of each set of double doors, press the "start"

button, enter your six digit code, then press “end”. Pull the door open after you hear a click. Please remember the digital numbers will always scramble themselves on the grid and you have only a limited amount of time to enter your code. If your code will not work, use the buzzer and notify the office so we can solve the problem. NOTE: Your code only works during the hours that you are contracted. If your code does not work, please check the time to be sure that you are not trying to enter the building before your contracted drop off time.

Using the buzzer:

Briefly press the lit button located to the left of the double door. Wait for someone from the office to buzz you in or to speak to you. When speaking, identify yourself loudly and clearly. Do not hold the buzzer while speaking! Please instruct your child not to press the buzzer randomly. Please do not use the buzzer outside the main office door if your code is working! All students and parents must ring the buzzer to access the Middle School building before school hours.

If you are new to the school and have not chosen a code or you have forgotten your code, please come see us in the school office.

🔗 EMERGENCY INFORMATION**Emergency Documentation**

Emergency medical forms including physician, contact, and insurance information, signed by the parents, must be on file in the school office on the student’s first day of attendance. It is the parent’s responsibility to keep the school informed so that names, addresses, and phone numbers on the student’s application and medical forms are kept up to date.

Emergencies

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent will be called immediately. If the parent cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

1. Attempt to contact person listed on the sign-in sheet.
2. Attempt to contact emergency contact listed on student data form.
3. Attempt to contact the student’s physician.
4. Have the student transported to the most appropriate emergency medical center.

☞ **FIRE, EARTHQUAKE, AND LOCKDOWN PROCEDURES**

School fire, earthquake, and lock down drills (called Safety Drills) are held at least every 6 months. We evacuate to the northeast corner parking lot at 3rd Ave. and Elm St. Each classroom is equipped with an earthquake/emergency backpack. Evacuation plans are posted in each room. Parents are urged to make emergency plans which making arrangements to pick up students as soon as it is safe to do so.

☞ FEE SCHEDULE 2009-2010

Pre-5th grade 8:30am-3:15pm; MS 8:20am-3:15pm (students may be dropped off and picked up 15 minutes before or after school)

Preschool – Age 2-3 years (Little Miracles & Blessings only)	\$7980.00 (9/8/09-8/27/10)	\$665.00 (Due 1 st of the month, Aug.-July)
Preschool – Ages 3-5 years	\$7260.00 (9/8/09-8/27/10)	\$605.00 (Due 1 st of the month, Aug.- July)
Elementary – Kindergarten - 5 th Grades	\$5600.00 (9/8/09-6/22/10)	\$560.00 (Due 1 st of the month, Aug.-May)
Middle School – 6 th - 8 th Grades	\$6650.00 (9/8/09-6/22/10)	\$665.00 (Due 1 st of the month, Aug.-May)

EXTENDED CARE FEES: Before and after school childcare			ANNUAL FEES		MONTHLY INSTALLMENT
	Plan	Times of Care	Preschool (12 months)	K-8 th Grades (10 months)	All Ages
Morning	Extended Care 1	6:45am – 8:30am	\$780.00	\$650.00	\$65.00
	Extended Care 2	7:15am – 8:30am	\$600.00	\$500.00	\$50.00
Afternoon	Extended Care 3	3:15pm – 5:15pm	\$900.00	\$750.00	\$75.00
	Extended Care 4	3:15pm – 6:00pm	\$1140.00	\$950.00	\$95.00

ANNUAL REGISTRATION FEE: (This fee is absolutely NON-REFUNDABLE)

If paid in full:	Preschool	K-8 th Grades
By April 30, 2009	\$255.00	\$225.00
On or after May 1, 2009	\$305.00	\$275.00

OTHER CHARGES:

Service	Fee	
Occasional extra hours of care	\$5.00/hour with advance approval	
Late Pick-up fees (for pick-up after contracted time)	\$1.00 per minute after contracted pick-up time	
Extra care/Late pick-up service charge	\$5.00 for any extra care or late pick-up fees not paid by the end of each week. These charges will be added to tuition accounts.	
Academic Testing (Grades K-8 th new students only)	\$50.00 (Paid at time of testing. Non-refundable)	
K-8 Resource Help	\$65.00/month	
Elementary Enrichment Classes	\$40.00/month	
K-8 Family Participation Program	\$200.00/yr for families who do not complete 20 hours of service	
Middle School Activity Fees – 6 th -8 th Grades (Covers costs associated with scheduled trips)	6 th - \$245.00	6 th - \$245.00 (due July 1, 2009)
	7 th /8 th - \$1110.00	7 th /8 th – (3) payments of \$370.00 (due July 1, August 1, & September 1, 2009)

DISCOUNTS: Applies to tuition and extended care only

Type of Discount	Amount of Discount
Sibling	10% off tuition/extended care for each sibling after first child enrolled at full rate.
Payment in Full	5% off tuition/extended care if annual tuition/extended care paid in full by July 10, 2009.

FEE SCHEDULE-PART-TIME 2009-2010

**TUITION FEES: 8:30am- 3:30am- 3 days a week (Monday, Wednesday, Friday)
8:30am- 12:30pm- 2 days a week (Tuesday, Thursday)**

**Circle, Center & Exploration Time: 8:30am-11:30am (Miracles, Blessings, and Loving Lights)
8:30am-12:30pm (Shining Stars)**

Age Group	Annual Fee Part-time	Monthly Installment
Preschool – Age 2-3 years (T,TH) (Shining Stars)	\$3960.00 (9/8/09-8/27/10)	\$330.00 (Due 1 st of the month Aug.-July)
Preschool – Ages 2-3 years (M,W,F) (Little Miracles & Blessings Only)	\$5940.00 (9/8/09-8/27/10)	\$495.00 (Due 1 st of the month Aug.-July)
Preschool – Ages 3 to 5 years (M,W,F)	\$5460.00 (9/8/09-8/27/10)	\$455.00 (Due 1 st of the month Aug.-July)

EXTENDED CARE FEES: Before and after school childcare			ANNUAL FEES	MONTHLY INSTALLMENT
	Plan	Times of Care	Preschool (12 months)	All Ages
Morning	Extended Care 1	6:45am – 8:30am	\$780.00	\$65.00
	Extended Care 2	7:15am – 8:30am	\$600.00	\$50.00
Afternoon (Not available for Shining Stars)	Extended Care 3	3:15pm – 5:15pm	\$900.00	\$75.00
	Extended Care 4	3:15pm – 6:00pm	\$1140.00	\$95.00

ANNUAL REGISTRATION FEE: (This fee is absolutely NON-REFUNDABLE)

If paid in full:	Preschool Part-time
By April 30, 2009	\$175.00 (Blessings, Miracles, Loving Lights, M/W/F)
	\$125.00 (Shining Stars, T/TH)
On or after May 1, 2009	\$225.00 (Blessings, Miracles, Loving Lights, M/W/F) \$175.00 (Shining Stars, T/TH)

OTHER CHARGES:

Service	Fee
Occasional extra hours of care	\$5.00/hour with advance approval
Late Pick-up fees (for pick-up after contracted time)	\$1.00 per minute after contracted pick-up time
Extra care/Late pick-up service charge	\$5.00 for any extra care or late pick-up fees not paid by the end of each week. These charges will be added to tuition accounts.

DISCOUNTS: Applies to tuition and extended care only

Type of Discount	Amount of Discount
Sibling	10% off tuition/extended care for each sibling after first child enrolled at full rate.
Payment in Full	5% off tuition/extended care if annual tuition/extended care paid in full by July 10, 2009.

☞ TERMS OF ENROLLMENT

Preschool yearly enrollment fees are based on a September through end of August contract. **Withdrawal from school requires written notice to be given to the office 4 weeks in advance of the planned departure. Tuition will be due (for those 4 weeks) regardless of whether the student is in attendance. Annual registration fees are non-refundable.**

☞ CHANGE OF ENROLLMENT STATUS

Our full time and part-time programs are licensed for certain enrollment numbers. Therefore, it is not always possible to switch your child from full- time to part- time, or from part -time to full- time hours. If you wish to make a change in your child's status, it is best to notify the office as soon as possible so you can be put on a waiting list for the next available opening. We do our best to accommodate our families, but realize that you may have to wait for a space to become available.

☞ TUITION PAYMENT POLICY

1. Tuition for enrollment and attendance at City Tree Christian School (CTCS), and, if desired, extended childcare, is charged as an annual fee. Full tuition may be paid in advance, and a discount of 5% will be given for full Tuition paid by July 10, 2009. Payment of tuition may also be divided into twelve (12) equal monthly installments for preschool students (payable August-July), or ten (10) equal monthly installments for elementary and middle school students (payable August-May). The opportunity to make installment payments of Tuition is granted by CTCS solely for the convenience of the parent/guardian; and, even when the choice is made to pay Tuition in installments, the parent/guardian is obligated to pay the full annual Tuition sum. When the choice is made to pay Tuition in installments the installments are payable regardless of holidays and vacations. Also, Tuition payments are non-refundable, even though the student may be absent from school.
2. Tuition payments should be made using one of the following methods:
 - Electronic Funds Transfer is available and encouraged. **Authorization Agreement Form** for pre-authorized agreements can be obtained from the school office.
 - Checks [made payable to "City Tree Christian School"] should be deposited in the drop box outside the school office.
 - Checks may be mailed to the school, but must be **received** by the due date.
 - Cash payments must be made in the school office. The drop box may not be used for cash.
 - Credit Cards are accepted through school website.
3. All installment Tuition payments are due and payable on the **1st** of each month regardless of whether or not a tuition statement has been received by the parent and:
 - A \$30.00 late charge will be added on the **5th** of each month to each payment not received. Payment must be received before the **5th** to avoid the late charge.
 - If payment is not received by the **15th** of any given month the student **will be**

suspended from school until the balance is paid.

4. If the student is suspended for nonpayment of Tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.
5. Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check.
6. After a second returned check, all future payments must be made using cash or money order.
7. Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.
8. Financial adjustments **will not** be made for illness, scheduled holidays or family vacations.
9. The Registration Fee is **non-refundable** and is not applied toward Tuition.
10. Partial refunds may be given for 6th, 7th, and 8th grade trip costs (activity fees) not yet incurred if the student is unable to attend one or more scheduled trips.
11. Accounts must be kept current to maintain priority registration status for the following school year.
12. Withdrawal from school requires written notice, given to the school office **4 weeks in advance of the planned withdrawal**. Tuition will be due for the 4-week notice period regardless of whether the student attends school. December tuition will not be prorated.
13. Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. **The school closes at 6:00pm**. In the event that the parent/guardian has not picked the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

Note: In cases where parents are divorced or separated and are individually responsible for a portion of the tuition bill, each parent must sign this document.

☞ RECEIPT FOR PAYMENT

Some parents need a receipt for payment of childcare costs for tax purposes or dependent daycare expense accounts. Your monthly statement contains all the information that you will need (taxpayer identification number, payments made, dates of care, etc.) and also serves as a receipt. We strongly recommend that you keep your billing statement to demonstrate proof of payment for childcare costs for either tax or reimbursement purposes.

If you need a one time only receipt, or a copy of a receipt, we ask that you give us 5 working days notice to generate this receipt and return it to you. Due to a small staff and limited time, hand-written receipts will be generated only for cash payments. If the receipt that CTCS provides does not meet the requirements that your reimbursement plan mandates, we will be happy to sign any pre-printed form that accurately reflects your payment status.

☞ PAYMENT DROP BOXES

- Tuition payments should be placed in the white Tuition Drop Box just outside the school office, to the right as you enter the door.
- Cash tuition payments should be made in person in the school office during office hours.
- Fees for outside contractors (such as dance, music, etc.) should be paid using the payment mail boxes located on the wall to the left as you are facing the school office.
- Fees for school, class, or PTO events are either collected by the teacher or in the payment mail boxes in the 2nd floor hallway outside the school office.

☞ AFTER-HOURS CHARGES/ADDITIONAL HOURS OF CARE

Additional hours of care (past your contracted pick-up time) may be purchased at the rate of \$5.00/hour on a **space available basis**. No partial hours are available. This care must be arranged in advance by calling the school office **no later than 1:00pm** on the day needed. Payment should be made at the time of pick-up or beforehand.

Parents who pick-up their students after their contracted pick-up time (3:15p.m., 5:15p.m., 6:00p.m.) will be assessed after-hours charges at the rate of \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. If charges are not paid at the time of pick-up, they will be added to the student's account the following Monday along with a \$5.00 processing fee per occurrence, all of which will be due at the next scheduled tuition payment.

Students habitually picked up late, may be excluded from the after school care program. In consideration to our staff members who are tired and want to go home to their families, please do not leave your child after our 6:00PM closing time.

☞ 2009-2010 VACATIONS AND HOLIDAY SCHEDULE

- Monday, September 7 Labor Day
- Wednesday, November 11 Veterans’ Day Observance
- Mon., November 23 & Tues., November 24..... No **K-8** Students, Staff Development Days
*(Preschool in Session)
- Wednesday, November 25 - Friday, November 27..... Thanksgiving Vacation
- Monday, December 21 – Friday, January 1 Christmas Vacation
(We will close at 6:00 pm on Friday, December 18, 2009 and reopen on Monday, January 4, 2010.)
- Monday, January 18..... Martin Luther King Day
- Friday, February 12 Lincoln’s Birthday Observance
- Monday, February 15..... Washington’s Birthday Observance
- Monday, March 29- Friday, April 2.....Easter Vacation
- Friday, April 16 No Students, Staff Development Day
- Monday, May 31 Memorial Day
- Wednesday, June 23 – Friday, June 25..... No Students, Teacher Preparation Days
- Monday, July 5.....Independence Day Observance
- Monday, August 30 - Friday, September 3Teacher Preparation Week - No School
- Monday, September 6, 2010 Labor Day

☞ IMPORTANT SCHOOL DATES

- Tuesday, Sept. 8, 2009 First Semester/First Quarter Begins
- Monday, November 9, 2009 Second Quarter Begins
- Monday, February 8, 2010 Second Semester/Third Quarter Begins
- Monday, April 19, 2010 Fourth Quarter Begins
- Tuesday, June 22, 2010 Last Day of Academic Year (K-8th)
- Monday, June 28, 2010 Preschool Continues/Summer Camps Begin
- Friday, August 27, 2010 Last Day of Preschool
- Tuesday, Sept. 7, 2010 First Day of 2010/2011 Academic Year

*Preschool is a year-round program, beginning September 8, 2009 and ending August 27, 2010.
K-8th grade runs on a traditional calendar beginning September 8, 2009 and ending June 22, 2010.*

☞ 2009-2010 CITY TREE CHRISTIAN SCHOOL SCHEDULE OF EVENTS

DATE	EVENT	TIME	ROOM
Fri. 9/04/09	Back to School Morning	7:45AM-9:30AM	Geneva
Thurs. 9/11/09	Back to School Night & Pizza	4:30PM-7:15PM	Classrooms, Chapel, Dining Room
Fri. 10/2/09	Preschool Grandparents Day	3:00PM-4:00PM	Classrooms
Sun. 10/11/09	City Tree Sunday	10:00AM-12:30PM	Church Sanctuary
Fri. 10/16/09	Fall Festival	4:30PM-7:30PM	Dining Room Patio
Fri. 12/11/09	Preschool Christmas Program	3:00PM-4:00PM	Assembly Room
Thurs. 12/17/09	K-8 Christmas Program	5:00PM-6:00PM	Assembly Rm.
Thurs. 2/04/10	Science Fair	3:30PM-5:15PM	Dining Room
Sat. 3/20/10	PTO Gala Dinner and Auction	5:30PM-11:00PM	The Dana on Mission Bay
Fri. 4/15/10	Preschool Spring Dance	3:00PM-4:00PM	Patio
Fri. 5/7/10	Preschool Mother's Day Tea	3:00PM-4:00PM	Dining Room
Thurs. 5/20/10	Multicultural Fair & Spring Open House	4:00PM-5:30PM	Classrooms
Fri. 6/11/10	Preschool Father/Child Ice Cream Social	3:00PM-4:00PM	Dining Room
Mon. 6/21/10	Preschool (Pre K) Promotion	3:00PM-4:00PM	Chapel
Tues. 6/22/10	Awards Assembly (Grades 1-8) <i>K-8 Classes dismissed at 12:00pm</i>	11:00AM-12:00PM	Sanctuary
Tues. 6/22/10	8th Grade Graduation	1:00PM-2:00PM	Chapel

2009-2010 PARENT TEACHER ORGANIZATION SPONSORED PROGRAMS/ACTIVITIES

Event	Date
PTO Forum 2009-2010	First Thursday of selected months beginning October 1. Watch for flyers and signs. Geneva Room or West Room, 5:15pm-6:00pm
Gift Wrap Sales	Early September
Students and families sell gift-wrap. Monies raised through gift-wrap sales fund many PTO activities. Order forms are put in students' back-to-school folders. Turn in orders to classrooms or office. Pick-up orders in Geneva Room. Please contact Sarah Woroniecki (woroniecki@cox.net).	
Fall Festival	October 16th
A fun family event for all! Enjoy lots of food and games, and get a preview of the Scholastic Book Fair, all while raising funds for enhancing school programs. Many volunteers are needed for coordinating this event, so please contact Suzy Walls (walls.suzy@gmail.com) for volunteer opportunities.	
Book Fair	October 19-23
PTO promotes literacy by sponsoring a Book Fair. Books for all ages are available for purchase in the Geneva Room after school each day. Our school also benefits by gaining additional books for classrooms and library. To be held after school each day from 3:30 – 6:00pm. For volunteer opportunities, please contact Angela Shows (angelashows@gmail.com), and Deanna Otero (deanna.otero@navy.mil)	
Ladle Christmas Gifts	November 9- December 2
Children learn the gift of giving by collecting and/or purchasing toiletries and other small items to give to homeless people who attend the church's Ladle Ministry. Look for more details in mid-November. If you would like to assist contact Jennifer McCain (jenanddougmcain@aol.com).	
Classroom Gift Tree	November 16- December 17
Look for a paper tree outside your child's classroom laden with paper ornaments listing gift ideas. These are special items that you may want to purchase as a gift for your child's classroom. Bring the wrapped gift to class during the week of December 14 th .	
Teacher Appreciation Luncheon	January 26 th
The Parent Teacher Organization organizes a lunch for the City Tree Staff to show our appreciation for all their hard work throughout the year. For volunteer opportunities, please contact Lisa Jordan (ljordan@LUCE.com).	
Gala Event	March 20, 2010
The PTO's largest fundraising event! A night out without the kids, you can take part in an evening of dining and dancing, with many opportunities to participate in the auctions and raffle for fantastic prizes. For volunteer opportunities, contact Griselda Alves (grisyljulo@msn.com)	
Yearbook	Year round
Parent volunteers are needed to help on the Yearbook committee. Throughout the year as you attend field trips, classroom activities, and other events at City Tree take photographs and then give copies to the yearbook committee. Don't forget to purchase a yearbook!	
Birthday Book Club	Year round
Donate a book to the City Tree library in honor of your child's birthday. Bring the book wrapped as a gift to your child's classroom. After your child's teacher shares the book with his/her class it will be donated to the school library with a special bookplate acknowledging your child's special day. Contact Adriana Villicana (adrianavillicana@hotmail.com) for more details.	

2009-2010 WAYS TO HELP CITY TREE GROW-COMMUNITY PARTNERS

eScrip

*All City Tree Families are **required** to register for this program.*

Register your Vons card and other credit cards with eScrip, and City Tree gets a percentage each time you shop. In addition to Vons, there are many other stores that participate in this program, so it's a great way to help City Tree. There is absolutely no cost to you to participate in this program. There are 3 ways to register for this program. 1) Go to www.escrip.com and register your card(s) online to benefit the school. The school is listed as FPC/City Tree. 2) By phone, call 1-800-592-0942. 3) Register by mail: Forms are in the school office. Once you are registered you will need to renew/update each year.

Albertson's Cards

City Tree earns a percentage each time you shop at Albertsons. There are 3 ways to register for this program: 1) Go to www.albertsons.com. Click on "in the Community" then click on the Community Partners logo link. Once you log in, click on "sign me up" The school is listed as City Tree Christian School and our ID # is 49000116411 2) Register by mail-forms are in the school office. 3) Present your City Tree Community Partners Card* and your Preferred Savings Card for scanning at checkout time. The clerk will link the two cards. *These cards are available in the school office in a limited quantity.

Ralphs Community Partners

City Tree earns a percentage each time you shop at Ralphs. To sign up: 1) Go to www.ralphs.com. 2) Click on "Community Contribution" 3) Click on "Participant" 4) Follow the remaining easy step to enroll. Once you register you need to renew each year.

Cartridge Collection

Recycle empty ink jet and laser cartridges and old cell phones by turning them into the collection box at school. Collect them from your business or office too. We exchange these items for playground, classroom, and technology equipment. Please do not donate toner cartridges.

Box Tops for Education

Cut off Box tops for Education found on General Mills and Betty Crocker Products. Turn them into the collection containers at the school.

Target

Designate City Tree on your Target Card or Target Visa Card. City Tree will get a percentage each time you use your card. Google Target Take Charge of Education to enroll.

United Way

Designate City Tree (#9820) when making contributions through your employer.

****Please participate in these programs. It's a simple way to help our school!**

❧ DISCIPLINE POLICY

Preschoolers are learning about listening, following directions, and how to treat others. They begin to take some responsibility for themselves as well as toys and materials. Teachers give guidance, structure, love, and correction. This discipline is most often provided through gentle words of redirection, a short discussion that helps a child to understand, or removing a child from an activity until he/she can regain control and begin to move forward in a positive direction.

If a child is consistently a physical danger to other children or teachers, (biting, hitting, pinching, throwing toys and/or furniture), the following will occur:

1. We will notify the parent(s) that a problem exists and ask for input.
2. If the behavior continues, parents will be called for a conference.
3. Parents may be asked to seek outside help by a pre-determined date and the results shared and evaluated with the teacher and directors.
4. The school and parent will establish a program for dealing with the behavior, based upon the above results.
5. A re-evaluation of the program will take place within one month. If the school feels that progress is not being made to help the child, the child will be asked to leave the school.
6. If the pre-determined date passes with no progress made toward seeking outside help, the child will be asked to leave the school.
7. A re-evaluation of the program will take place within one month. If the school feels that progress is not being made to help the child, then the child will be asked to leave the school.

❧ ABSENCE POLICY

Please call to report the first day of a child's absence. Report contagious diseases immediately so that we can inform other families.

❧ ILLNESS POLICY

CTCS is responsible for ensuring that students showing signs of illness are not permitted to attend school while symptoms persist.

CTCS provides an isolated resting-place in the office for students who become ill during the day. The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 30 minutes of being called. City Tree Christian School does not store medications such as Tylenol or first aid ointments or cream as we are not authorized to administer medication to any student without written parental consent. **Students returning to school after an illness must be well enough to actively participate in the normal routine.**

Your child must be kept at home if he/she exhibits any symptom of a communicable disease, such as:

1. Fever within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours
3. Unexplained rash or skin eruptions
4. Sore throat or earache
5. Swollen glands
6. Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical being.
7. Flushed face, listlessness, headache, lack of appetite
8. Any behavior signs that are out of the ordinary for your child

Children sent home with fever, vomiting, or diarrhea will not be allowed to return to school the next day. If you send your child to school the day after they were sent home for any of the above listed symptoms, you will be called to return to school and take your child home.

Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and prevention are followed, and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.). This helps parents to be on the look out for symptoms and get their child prompt medical attention.

MEDICATION ADMINISTRATION POLICY

1. For safety reasons **NEVER** leave medicine in a lunch box, cubby, locker, or backpack. Another student could get a hold of the medicine.
2. All medicine must be in the original container not in a baggy, Tupperware, or any other container.
3. The original container must not have an altered label.
4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose and times to be given.
5. The medicine must not be expired.
6. When no longer needed, medicine shall be picked up in the office by the parent. Medicine left over a week past the last date of administration will be automatically discarded.

How to leave medicine to be given during school:

1. For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the form area of the school office) and give the form to the office staff.

2. Bring medication to the office. **Do not leave in a backpack or on teacher's desk.**
3. Medication will be administered by an assigned staff member ONCE PER DAY only at the lunch hour.
4. Pick up medication daily. If it is after 4:00 and the office is closed you may enter through the back door of the office to retrieve medication stored in the cabinet over the sink (or in the refrigerator for perishable items). This door is open until 6:00pm.

**IF THESE GUIDELINES ARE NOT FOLLOWED EXACTLY
MEDICATION WILL NOT BE ADMINISTERED.**

**STAFF IS NEVER ALLOWED TO ADMINISTER ANY OVER THE COUNTER MEDICATION WITHOUT
EXPRESS WRITTEN PERMISSION FROM THE PARENT.**

🌀 LIBRARY POLICY

The library is a place that encourages the love of reading. Students at City Tree visit the school library once a week with their teacher. Three and four year old children will be allowed to check out books during class time, and they will be sent home or remain in the class according to each classroom's procedures. Please review with your child the following rules regarding the use of library books.

- Handle books gently and carefully.
- Use books only with clean hands.
- Keep books away from food and drinks.
- Use bookmarks, and never bend the corner of the page.
- Never write or draw in a book.
- Never throw or tear a book or leave it on the floor.
- Return all books promptly by the due date.
- Additional books may not be checked out until overdue or lost books are turned in or paid for.
- Borrowing library books is a privilege, not a right.
- Students are responsible for the books they check out even if they misplace them at school.
- Make sure to leave all bar code and spine label stickers on the books.

Students will not be allowed to check out new books until previously checked out library books have been returned. Parents need to encourage their students to be responsible in returning their books to the library. Your child misses a valuable learning opportunity when they do not return their library books. The lost library book fee is \$20.

🌀 COMPUTER USE POLICY

Pre-K children will have the opportunity to use computers in the classroom with access to programs that enhance pre-reading and pre-math skills. They will be given

instruction about appropriate use of the computers. Failure to follow the rules may result in the child being excluded from computer use.

☞ CLOTHING

Children should be dressed in clothing that they can manage with a minimum of help. Too many layers of clothing or difficult fasteners make it hard for the child to be independent in his/her toileting and may contribute to accidents. Children should be dressed in a manner that ensures comfort in play indoors and out. Sturdy, washable, clothing is recommended. Weather often changes during the day, so the child should always have a sweater or jacket for walks or outside play. **LABEL EVERYTHING!** Show the child where you put his/her name to help him/her recognize his/her garments. Closed-toed shoes are required. Shoes without a back are not allowed.

Clothing with pictures or slogans pertaining to violence, sex, drugs, or disrespect of authority is not permitted at City Tree at any time. When in doubt about the suitability of a certain item of clothing please ask your child's teacher.

All preschoolers are required to have a change of clothing in their cubby in case of spills or accidents. Parents are to bring underwear, pants, tops, shoes, and socks in a plastic bag. Tape the child's name on the bag and write the child's name on all garments. Soiled or wet clothes are put in a plastic bag and in child's cubby to be taken home. Please return a clean set of clothes the next day.

☞ NAP AND REST PERIOD

Preschool children need to bring from home a child-size sheet and small blanket for rest time. Bedding items are to be taken home weekly or more often if wet or soiled for laundering. Again, label everything. Cots are readied for rest time after lunch cleanup. Children listen to soft music or story records while settling down and falling asleep. All preschool children rest 1-1/2 to 2 hours.

☞ SNACKS

Preschool children receive a mid-morning and mid-afternoon nutritional snack, which includes two different food groups. Parents are welcome to send other snacks to be shared by their child's class. Suggested snacks are apple wedges, orange sections, raisins, cheese, celery or carrot sticks, or anything else that does not contain processed sugar. Your child will also have the opportunity to cook or otherwise prepare special foods at school as a snack. Snack schedules are posted in or outside each classroom.

☞ LUNCHES

Sack Lunch

Parents will provide lunch and a drink for preschool students. Refrigerators and microwaves are available in each classroom, but cannot accommodate many lunches, so please use insulated lunch boxes, ice packs, etc. to keep your child's lunch at the desired temperature. Label your child's lunch container(s). **Please do not send desserts** (foods high in processed sugar) in your child's lunch. It is the preschool policy to send these items, uneaten, back home in the lunch boxes.

Hot Lunch Program

An optional hot lunch program is also available to your student on a daily basis for an additional charge. A local Catering company is our hot lunch provider. Mr. Scott Johnson prepares meals in our fully inspected kitchen, otherwise known as the "City Tree Café". Lunch menus/order forms can be obtained via the school website (www.citytree.org) or in the lunch folder near the mailboxes at the beginning of each month to make selections for the following month. (i.e. October's hot lunch menu/order form will be available in September) If you would like lunch for your child, return the order form with cash or check payable to City Tree Christian School to the mailbox in the hallway to the left of the school office. Please remember that **NO LATE ORDERS** can be accepted, so please pay special attention to the deadline listed at the top of your order form.

☞ STUDENT STORE

The Falcon's Nest sells a variety of food products from breakfast items, to drinks and snacks. The inventory is chosen with health and balanced nutrition in mind. Other items for sale may include special food and non-food offerings at select times

throughout the year, school supplies, and City Tree logo items.

To purchase from the store, students must have an account. Account envelopes are available outside the school office. Please cash or check (preferred) made out to City Tree in an envelope, fill out the front, and place it in the Student Store mailbox outside the school office to begin or replenish a student account. Please allow several days for processing for the amount shows up on your child's account ledger. All accounts are zeroed out at the end of each school year regardless of balance.

The Falcon's Nest, located in the school dining room, is open at various times in during the school day to students of all ages. Current hours are posted on the Student Store mailbox outside the school office. **Preschool students may visit the store before or after school with a parent.**

Middle School students and families participate in the operation of The Falcon's Nest student store as part of special trip fundraising efforts. All students grades 6-8 are expected to work store shifts before, during, or after school to be eligible for a portion of the store proceeds. In addition to raising funds for Middle School activity fees, students learn job related skills such as customer service, budgeting time and money, and inventory preparation and maintenance. Parents in all grades are heavily involved in this process and involvement by any parent (whether or not their child is Middle School age) is welcome. To get involved, contact the Middle School Director, Becky Henzel for more information about how you can help.

🌀 FIELD TRIPS

During the course of the year, we take the older children on excursions to places of interest. Details of the trip will be placed on the sign-in table or on the wall next to your child's classroom door. No child is allowed to leave the school grounds without parent authorization. Please sign the blue permission slip so your child may participate. Car seats must be left outside the classroom any time a field trip is scheduled. Most of these trips cost a small fee. Fees must be paid prior to the field trip. If fees are not paid, your child will not be allowed to participate and will stay behind in another classroom. Transportation will occur via car/bus/van/walking. Field trips are a privilege. Inappropriate classroom/field trip behavior may result in the loss of field trip privileges.

Parent drivers and chaperones are needed for all field trips throughout the year. If helpers are not available, field trips will be cancelled. Please notify your child's teacher if you are available to assist with field trips. Parents who drive on field trips will need to provide a copy of their driver's license and proof of insurance along with a signed Field Trip Driver information form. Students 12 and under are not permitted to ride in a seat with an airbag. All students must wear seatbelts. Students under 6 years old or less than 60 lbs. must be in a car seat.

☞ CHAPEL

Chapel occurs most every Friday during the school year. Parents are always welcome. Chapel begins at 9:00a.m. and concludes by 9:30a.m. We ask that you sit where your child's teacher directs you. Typically parents sit behind the students in chapel so children's views are not blocked. You will be notified in advance when your child is designated to receive a chapel award. We encourage you to attend chapel on that day. It means so much to your child to have you there to see their award presented.

☞ LABELING

LABEL EVERYTHING!!!

Please label all lunch boxes, backpacks, coats and sweaters, books and sharing items brought to school. Every school year, there are practically new jackets, sweaters, lunchboxes, and backpacks that are never claimed that could have been returned to their owner had they been labeled! Help your child remember daily to take home whatever he/she might have brought to school.

☞ LOST & FOUND

The lost and found is at the top of the west stairwell just immediately before entering the roof playground and on the wall hooks at the entrance to the patio. Items found in the hallway or in classrooms will be taken to the roof area for pick up. Small or expensive items (jewelry, glasses) will be taken to the office for safekeeping. Items not claimed by the end of the semester that are not labeled will either be given away or thrown out.

☞ SHARING

Children may bring items from home to share with their classmates. This opportunity may give them security and is a tool to help the child communicate verbally and gain confidence within a group. Check with his/her teacher to find out which day to bring these sharing items. We encourage items with educational value such as books, records, nature objects, postcards or pictures, etc. The child may want to tell about a trip, a visit or a recent happening.

You might want to help your child think of something interesting to talk about. Please have all items marked with the child's name.

The children may not bring gum, candy, money, guns or other weapons, small toys (that go into the mouth), fragile items or biting animals. Pets are very welcome, but please speak to the teacher about a time and a way to share them. Toys representing violence or disrespect for authorities are not acceptable for sharing time.

Parents are encouraged to share their talents, hobbies, or vocations with the children. Please arrange a day and time with the teacher.

☞ BIRTHDAYS

Children enjoy celebrating their birthdays with school friends. Please keep the celebration simple, such as the birthday child passing out cupcakes or cookies brought from home (no special character visits, dress up parties, party games, etc. are allowed). If you wish the child to celebrate at school, please speak to the teachers a few days ahead of time.

☞ CHILDREN'S WORK

Children's creative art or craftwork usually represents serious effort on his/her part, and it is important to treat the projects as such. Your child will gain experience with many materials and media during their creative art process. Emphasis is placed on the process rather than on the finished product. Look for your child's work in his/her cubby. Please do not let the projects accumulate at school, as part of the experience is the satisfaction and pride the children feel when they show the work to their family or see it displayed at home.

☞ STUDENT CUBBIES

- Student cubbies and parent files are for official school use only.
- Birthday party invitations are not allowed into the cubbies unless every student in the class, or every student of the same gender is being invited. We want to create a family atmosphere, one in which children feel loved and included. Social events that include many classmates, but exclude some are very hard for children to understand, hurtful, and are at times very disruptive to classroom teamwork. Please consider this when you plan special events and birthday celebrations.
- Please use the CTPTO student directory to contact students/parents by phone or mail. The cubbies/parent files are not to be used for parent to parent or child to child communication.
- Flyers/announcements/etc. to be placed in the cubbies must first be approved by school administration (if just for the class, the teacher may give approval). Unauthorized information will be pulled from the cubbies.

☞ PARENTAL VISITOR POLICY

It is the policy of CTCS that parents who visit their child's classroom during the school day must first sign-in at the school office in the Volunteer/Visitor logbook and obtain a visitor badge prior to entering the rest of the school. The purpose for being at school must be noted. Parents must also sign-out and return their badge upon leaving school premises. Parents are always invited to come and have lunch with their child, just be sure to sign in when arriving and sign out when leaving and no badge is necessary during this time. City Tree Christian School welcomes and encourages parents to participate in the classroom activities, however the teacher/administration has the authority to determine the level of parental involvement in the classroom. Major school events or field trip chaperoning do not require parental sign-in or sign-out.

☞ PARENT-SCHOOL COMMUNICATIONS

The following policies and events facilitate parent-school communication:

- Our group email list is our main way to keep you informed of school events. If you are not receiving these emails or would like to add a second email to our list, please fill out the form in your Back-to-School packet or stop by the office. It is important that we have updated email addresses on file.
- Your child's teacher will let you know their preferred method(s) of communication: phone message, written note, or email.
- The teacher will let you know where to leave notes in the classroom, or you may leave them in the office to be placed in the teacher's mailbox.
- All students also have a "Parents Only" file that is near the cubby or sign-in area. These files hold important papers such as billing statements, office messages, report cards, notes from teachers, etc. It is important that you check your file **DAILY**.
- Back-to-School Morning, Fall Back-to-School Night, and Spring Open House, as well as other events, help parents to get acquainted with the school.
- Bulletin boards at the entrance to the school, hallways, and near classroom are a good place to look for announcements and examples of students' work.
- As the teacher's time and attention should belong to the students, please limit conversation on arrival and departure to necessary information or instructions for the welfare of the student. Conferences may be scheduled for extended conversations concerning your child.
- A newsletter is sent home periodically to keep you informed of the school activities. Please read it carefully.
- Teachers need to be informed of changes that may affect your child's emotions or behavior during the day.
- Parent observation--you may observe our program any time. Please call in advance so we can be sure your child is not away on a field trip, nature walk, or involved in a special activity outside the classroom. For safety reasons we ask that all visitors sign-in and out of the school office.

- All parents are members of the City Tree Parent Teacher Organization (PTO). General PTO meetings are held throughout the school year. Your participation is encouraged.
- Remember that our school website (www.citytree.org) is a great place to go for information about upcoming events.

☞ PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an important way for parents and teachers to communicate about your child. There are two conferences a year; one in the fall and one in the spring. You may also request a conference at any time of the year. Simply send a note to your child's teacher(s) or call the office to leave a message. Be sure to state the reason for the conference so the teacher(s) can be prepared to discuss your concerns. Please try to avoid stopping your child's teacher in the hall or when she/he is preparing to start the class as it will be difficult for him/her to give you the time and attention you may need.

☞ ROOM PARENTS

Room Parents are needed for each classroom to help coordinate PTO events and classroom activities. Since room parents must be designated in early September, please see your child's teacher right away if you are interested in serving in this way. There may be occasional special meetings during the year that room parents need to attend. Room parents are also expected to attend the General PTO meetings that will be held during the year.