

August 3, 2011

Dear Parents of Tuesday/Thursday 3's Class,

We are pleased to welcome your family to Tree Town as we endeavor to offer a nurturing environment for not only your child, but also for you as a parent.

There will be a parent meeting on the evening of **Tuesday, September 6th, at 7:00 PM for new and returning parents**. Bring your calendars or smartphones as this will be your first opportunity to sign up for parent helping days. We require the parent who will be the primary helper in the classroom to attend. This is an adult meeting and is not intended for children. It will be held at Tree Town.

The purpose of this meeting is not only to prepare you for classroom participation but also to return any outstanding forms prior to the start of school. Please take time to review the attachment containing our Tree Town Handbook

Classes will begin the week of September 12th. Your child's teacher, Mrs. Rohman, will be available on **Thursday, September 8th** to allow you and your child an opportunity to meet her. Please come during your assigned class time so you will be able to meet the other families in your class. This is intended to be a brief drop-in time for you and your child; therefore, it is not necessary to stay the entire time. Your assigned time is:

Tuesday/Thursday 3's 8:30 – 9:00

Our first classes on September 13th and September 15th will have a shortened schedule (8:30–10:00 AM). All other classes will meet from 8:30– 11:00 AM. An invitation to class will be mailed to your child if **all required DCFS forms** for both **child** and **parent helper** are complete and on file with the registrar prior to **August 26th**. You will be contacted via email if your file is not complete.

Questions in regard to forms may be directed to either:

Michelle Huber, Registrar
(630) 530.2388
michelle.huber@att.net

Krista Nunemaker, Asst. Registrar
(630) 516-3454
Krista.nunemaker@kirkland.com

Your **second tuition payment will be due October 3rd** and may be paid at the parent meeting, in the tuition box at school or mailed directly to the treasurer:

Meredith Vogel
481 E. Adams
Elmhurst, IL 60126
773-230-4019
Meredith.vogel@us.gt.com

Tuition payments are as follows:

1-day per week 2's class	\$367.00
2-day per week 3's class	\$509.00
2-day per week 3's class	\$609.00
(Paid helper option	
3-day per week 4-1 teacher	\$680.00
3-day per week 4-1 teacher	\$834.00
(Paid helper option)	

Your final payment will be due on February 1st. A \$20.00 late fee will be assessed for 1-7 days after the due date and a \$50.00 late fee after 7 days unless arrangements have been made with the treasurer. Any expenses incurred by the school due to insufficient funds will be passed on to the check writer. Scholarship moneys are available through the Pat Collins Scholarship Fund. Applications are available from the director

We hope that you enjoy the remainder of the summer and look forward to seeing you at the parent meeting!

Sincerely,
Barbara Baker
Director
booonpark@aol.com

Heidi Maier
President 2011-2012 Parent Board
hbmaier@att.net