



Welcome Families!

We are excited to welcome you to our center! We feel it is very important that making sure you and your child (ren) are prepared and ready for school at Treetop Village!
Here are some tips and reminders!

- Please make sure you have registered in our online portal system. This is where you can input family information, emergency pick ups as well as set up payments.
- We love to do family orientation at the beginning of registration, so please let us know what times work best for you!
- In our lobby, we have the parent check computer station for you to sign in and out with your fingerprint. There is also local resources, event flyers and books for parents to utilize. We are here to support you and your family with more than just your child care needs.
- Our menu is also posted for families to follow. We provide all meals and snacks that are USDA certified. We do not allow outside food or snacks into the center as we are USDA accredited and for safety of any food allergies our children may have.
- We have an open-door policy with the director and owner. If you have ANY questions or concerns, please feel free to talk with our director or owner onsite, email or leave a note.
- Tuition and copays are due by the fifth of every month. We offer payments by credit/debit card and ACH bank payments in our Procure system. Download App today PROCARE or visit myprocare.com
- We require all children to arrive by 9:00 AM so that our classrooms can start their curriculum and activities for the day with all children.
- Please make sure to have your child immunized at all times while enrolled at Treetop Village. We require all children to be immunized. No exemptions are accepted. Please bring in updated records every time children receive their required immunizations at their doctors.
- Depending on your child's age, please make sure that they have appropriate extra clothing, coats, boots, crib size sheet, blanket and diapers (if needed) in their cubbies.
- PLEASE LABEL all belongings with initials or name!
- Every Friday, please take your child's sheet and blanket home to bring back clean on Monday morning.
- Most information is on our website for parents to utilize and view or print our policies.

Again, we are excited to welcome you to our center!
Let us know if you have any questions!

Sincerely,

Treetop Village Staff

Hours: 5:00 AM – 6:00 PM

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