



## WINTER PARK PRESBYTERIAN PRESCHOOL

### ARRIVAL AND DISMISSAL SAFETY PROCEDURES FOR PARENTS

Car circles must move quickly. Keep conversation with teachers to a minimum at car circle in order to keep the line moving. Also, all children must be signed in by parents as required by the Florida Department of Children and Families even though this process takes time. The state does monitor the sign in sheets when they visit unannounced several times a year.

### ALWAYS HOLD YOUR CHILD'S HAND IN THE PARKING LOT

If you have more children than hands, we will assist you. This is our most important rule and the staff will remind you to follow it. **DRIVERS OF LARGE SUVS CANNOT SEE LITTLE PEOPLE.** We have never had a serious accident at drop off or dismissal time and want to avoid a potential tragedy.

### SAFETY TIPS FOR PINE PLAYGROUND & FRONT CIRCLES

Use the car circle if you are driving a vehicle.

**Do not** leave your vehicle to walk to the gate or door.

**Teachers** must supervise children and must not be distracted.

**Do not** get out of your car in the car circle. Teachers will place your child in the car.

**Do not** leave one child in your car when walking in to pick up or drop off another child.

**You will drive** two car lengths ahead to buckle belts but do not block the crosswalks.

**State Law** states that teachers may **NOT** buckle up children.

**If** you have 2 or more children:

Either use both circles, younger children first,

Or use car circle and then walk your toddler to his or her room.

### WALK-IN ARRIVAL AND DISMISSAL OF INFANTS TODDLERS

Follow entrance and exit arrows and park in the center of parking lot. Once you have parked follow the signs using crosswalk closest to Dundee Dr. Do not walk across the main car circle crosswalk.

### RAINY DAY POLICY

Even during rainy weather we will still be doing car circle. Children assigned to the pine playground car circle will be dropped off/picked up under the awning to/from the car.

Please have your child sitting on the drivers side of the car for unloading. Children assigned to the front car circle will need to pull up under the covered area and wait for their teacher to come to the car.

**THANK YOU FOR YOUR HELP!**

Winter Park Presbyterian Preschool  
400 S. Lakemont Avenue, Winter Park, FL 32792  
Ph. 407-629-0727 [www.winppc.org](http://www.winppc.org)

## WELCOME BACK TO OUR RETURNING CHILDREN AND WELCOME TO OUR NEW STUDENTS

We hope everyone has had a relaxing and restful summer and is looking forward to the new school year. We will make every effort to provide you with all the information you need and want regarding your child's experience at WPPP. Please review information from Meet Your Teacher Day and carefully read the Parent Handbook. You will receive regular memos from the office and your teacher as well as a monthly Grapevine. If you feel you are not receiving information from your child's teacher, please let us know in the office.

### POLICY REMINDERS

There are several important policies that are now **REQUIRED** by the Florida Dept. of Children and Families, our licensing agency. They must be met without exception. These policies include:

1. Every child who enrolls **must have up to date immunization records and health exam forms** submitted **before** the child begins school.
2. Parents **must sign child in and out** every day. FDCF will not accept leniency in this matter.
3. You must return all other paperwork before your child can begin school.

**Extended Day** tickets may be purchased in the office. **Please remember to send your tickets in each day** so that we can arrange staffing for the afternoon. Include your child's full name, date and class name.

All children who are still here at 3:30 will be brought to the office and there will be a late charge of \$1.00 for each minute the child is here after 3:30. This late fee must be paid by Friday of the current week in order for your child to continue to use Extended Day.

**Our Tuition Policy** - Please note that tuition invoices that are not paid by the 7th of the month will be charged a \$35 late fee. If payment is not received in full by the end of the month, your child will be withdrawn from the program and your child's spot may be filled from the waiting list.

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### DCF Snack Policy

Parents or Legal Guardians must be advised in advance of each food related activity, such as special occasions and learning activities, which include food consumption. Written permission may be obtained in the form of a general or specific permission slip. Documentation of parent permission to participate in food activities must be maintained for a minimum of four months from the date of each activity.

This will include Thanksgiving feasts, Christmas parties, Valentines parties, Easter egg hunts and birthday parties, etc.



### School Communication

The Staff and Teachers of Winter Park Presbyterian Preschool understand the importance of providing a variety of communication methods for busy families on the go. Parents will receive communications from the preschool through the following media:



MailChimp is an email service that the office will use to communicate with parents regarding upcoming events and activities.

“Remind” is the text messaging program that we use to contact parents regarding urgent updates such as weather or other type of emergency. This form of communication is also used as a reminder for important dates and upcoming events.

We also provide school information through our monthly newsletter, “The Grapevine”, flyers, emails from the teachers and individual class Shutterfly sites. Be sure to check out our preschool Facebook page!

# ANNOUNCEMENTS

## Updated Extended Day Policy

In order to simplify our bookkeeping, we no longer sell single extended day tickets or accept cash in lieu of a ticket. Tickets will now be available in books of five. If you do not have a ticket, or call in for your child to stay unexpectedly, we charge you \$35 for a small book and remove the ticket for that day and put the unused tickets in your child’s backpack. If your Extended Day charges are not paid when the next tuition is due, you may not use extended day until your account is up to date.

## Fall Enrichments

The following is a list of our fall after school enrichment activities for our preschool students (ages 2, 3 and 4). Enrichment teachers for this semester are a mix of in-house staff that will teach Spanish, Music and Art along with outside vendors teaching Yoga, Soccer and Ballet. The enrichments will be scheduled from 1:00 to 2:30 starting in September and ending in December. Extended day until 2:30 is included in every enrichment class.

The fall schedule is as follows:

Monday	3s Soccer	1:20- 1:55pm
Monday	VPK Soccer	1:55- 2:30pm
Monday	Music & Movement	2:00-2:30pm
Tuesday	2s Soccer	1:25-2:00pm
Tuesday	Yoga for 3s & VPK	1:30-2:00pm
Tuesday	3s & VPK Spanish	2:00-2:30pm
Wednesday	3s Art Lovers	1:15- 1:45pm
Wednesday	VPK Culinary Kids	1:45- 2:30pm
Thursday	3s Beg Ballet/Tumbling	1:15- 2:00pm
Thursday	VPK BegBallet/Tumbling	2:00-2:45pm

