



400 Gold Medal Court
Longwood, FL 32750

(407)831-2582 phone
(407)831-7807 fax

www.acepreschool.com
www.acegymnastics.net

Welcome Letter - 2019

Dear Parents,

We would like to share some helpful hints that we think will make your child's day run more smoothly.

Arrival & Dismissal:

The school day begins at 8:30am every morning. Dismissal will be at 11:30am for VPK only students and 2:30pm for preschool and half day VPK. Extended day services run until 6:00pm. Dismissal will be from our classrooms. **Be sure to sign in and out, using a FULL signature and time daily for your child. CALL if your child will be absent.**

It is very important that you get to school on time. Morning work starts immediately at 8:30am and the morning meeting begins at 8:45am. Please make every effort to get to school promptly each day. If you are dropping off after 8:00am we ask that parents and other adults not enter the room. This is disruptive to the children that have already started their day on time.

Every day when your child comes to school, he/she will be responsible for putting away their belongings (coat, lunch, and backpack), checking in, and turning in their home connection folders including any notes from home. Please help him/her with these routines in the beginning and soon they will become familiar with what to expect each day. Responsibility is an important part in their developmental growth.

Please make sure that your child's backpack is large enough to hold their lunchbox, Home connection folder, a library book, and their additional clothing items. It is important to make sure that their backpack is large enough to hold their belongings.

Please label everything! Unmarked clothing and belongings will be kept in the classroom for a week and then sent to Lost and Found located downstairs in the observation room. Please check for missing items there. These items are donated a few times a year if never claimed.

Please send in 2 (two) snacks, water bottle, and a lunchbox with an ice pack. For VPK only please send one snack and a water bottle. We will follow Healthy Habits guidelines and ask that you do not send in candy or items that are high in sugar. We encourage children to drink water during snack times and throughout the day for hydration. You may pack a juice box or milk for lunch. We are unable to heat or cook food, if you heat food and put it in a thermal container it will still be warm at lunch time.

Please do not allow toys or personal items to come to school. These can cause distractions. To avoid this, we encourage you to be aware of what your child is bringing to school and remind them of this very important school rule. Any items coming to school will be put away in the child's back pack or the front desk if it still causes further distraction.

We welcome and value Parent Involvement! We will need a variety of parent/ adult volunteers throughout the year in the classroom. Please let us know if you can help and we will be happy to see if we can set up something to utilize your time wisely. We hope that this information will help you and your child get ready for their new and exciting time with us.

Thank you,
Mary Kay Gnat
ACE Preschool Director