

## Staff June Newsletter



Welcome to June — and officially to Summer at PCH! \*☺

Summer is always an exciting season filled with fun activities, schedule changes, water days, field trips, new routines, and lots of energy throughout the building. While summer can sometimes feel busy, it is also one of the most rewarding and memorable times of the year for both staff and children.

As we move into our summer program, we appreciate everyone's flexibility, teamwork, and hard work. Below are a few important reminders and updates as we head into the summer season together! \*

And remember - you can access a lot of information by going to your [linktr.ee/pchstaff](https://linktr.ee/pchstaff) for information.

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### **School Age Reminders**

- School Ageds will officially be here from June 1st through August 5th.
- Weekly, please make sure to rake the pine needles on the playground. The rake is beside the building with Jay's old office.
- Please continue reminding children:
  - Food should not be traded or shared
  - Toys and personal belongings should not be brought in.
- These reminders help prevent allergy concerns, hurt feelings, lost items, and unnecessary conflicts.



### **Summer Classroom Changes**

- Some teachers will move classrooms for the summer months.
- We appreciate everyone's flexibility and willingness to help where needed.
- Summer changes can also be a great opportunity to gain experience and learn new routines.
- Please make sure to:
  - Learn children's names
  - Familiarize yourself with classroom procedures
  - Review allergy restrictions and important health information



## Heat & Outdoor Safety

- Florida summer heat can be intense — please take care of yourselves while caring for the children.
- Bring labeled water bottles/cups each day and stay hydrated.
- Staff are welcome to bring:
  - Cooling towels
  - Neck fans
  - Hats
  - Sunglasses
- Please rotate shaded positions when possible and monitor for overheating.
- If temperatures or heat indexes become excessive, shorten outdoor time as needed.

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## Rainy Day Activities

- Rainy afternoons do not mean children should remain inactive.
- The church space may not always be available.
- Please plan indoor movement activities such as:
  - Dance games
  - Movement songs
  - Yoga/stretching
  - Walks around the covered walkways
  - Classroom exercise games





### **Water Day Reminders**

- Water Day schedules are available through the Linktree.
- Please remind parents to:
  - Send proper changes of clothes
  - Label all belongings
  - Bring towels when needed
- Toddlers may wear oversized t-shirts during water play.
- Older children are encouraged to wear sun shirts/sunguards.
- Swimsuits should remain age-appropriate.

### **Training Hours Reminder**

- Staff who have not completed required training hours by June 1st should see Mrs. Sam as soon as possible.
- Please do not wait until the last minute to address missing hours or certifications.

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### **New Training Year Begins in July**

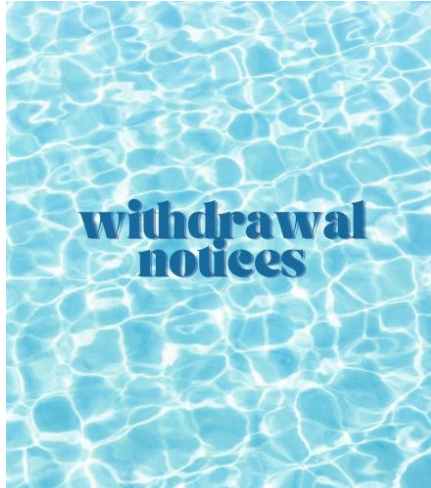
- July begins the new training year.
- Some trainings may be specifically assigned this year to help strengthen classroom skills and professional development.



**If you do not currently have your CDA, please consider pursuing it.**

Benefits include:

- Opportunities for Lead Teacher positions
  - Increased confidence and classroom leadership skills
  - Professional growth and teaching knowledge
  - Potential future pay advancement opportunities
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**Withdrawal Notice Reminder**

- Families are required to provide a two-week written notice for withdrawal.
- If a parent mentions they may be leaving, please remind them:
  - Notice must be given directly to Mrs. Sam or administration
  - Notice should be submitted in writing (email is acceptable)

**Building Appearance & Cleanliness**

- Everyone shares responsibility for keeping the school clean and professional.
  - If you see trash, paper, or messes, please pick them up.
  - Restrooms and shared spaces should always remain tour-ready.
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- **Time Off Requests**
    - Moving forward, only **2 staff members per day** will be approved off.
    - Previously approved time off will remain approved.
    - This change is to help maintain proper staffing and classroom coverage.
  - **Call-Out Awareness**
    - Multiple call-outs combined with scheduled absences have recently caused staffing challenges.
    - Please plan ahead whenever possible.
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### Sunscreen & Water Bottles

- Sunscreen must be applied for children with paperwork on file before outdoor time.
- All children should bring water cups outside or have water available.
- Applies to all age groups that are 6 months and up.





**Classroom Procedures**

- Follow classroom schedules and routines consistently.
- Maintain proper supervision and classroom organization throughout the day.



**Dress Code Reminder**

- Leggings, athletic pants, and short shorts are not permitted.
- Closed-toe shoes are required daily.
- Staff should arrive in dress-code appropriate clothing.



**Flip-Flop Fridays**

- For June & July only:
  - Staff may wear sandals or flip-flops on Fridays.



### **Clocking Out for Lunch**

- When taking lunch, select **“Lunch”** in the time clock system.
- Do not select “Break.”
- Helps prevent payroll and timekeeping issues.

### **Kitchen Reminder**

- Staff should not enter Tanya’s kitchen.
  - Needed items are available in the Great Hall or small kitchen.
  - Extra snacks will be available in a basket in the Great Hall.
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## Summer Closure Reminder

- PCH will be closed **June 29th through July 3rd** for our Summer Closure Week.
- We hope everyone has a safe, relaxing, and wonderful vacation week!
- We look forward to seeing everyone back on **July 6th.** \*

