

March 5, 2018

Dear Parents,

You are aware that the Florida Department of Children and Families license WLPS and that compliance with the DCF standards is not only a benefit but also a requirement.

A new DCF standard requires a policy to be formed on “expulsion” and distributed to parents (WLPS has never had need for such a policy). Therefore, please read the following required new WLPS policy.

**If the need should occur to consider expulsion of a child,  
the following steps will be put into practice:**

- 1. Parents/caregivers will be informed in person.**
- 2. The parents, teacher and director will schedule and participate in an immediate conference to formulate a plan of action in an attempt to rectify the situation. This plan will include a time line and a monitoring procedure.**
- 3. The parents, teacher, and director will meet a second time (according to the specified time line) to discuss the progress or lack of progress. A decision to expel will be made at this time.**

Sincerely,

Jeanine S. Garrett, Director  
Wilma’s Little People’s School  
Jacksonville University