



FAMILY POLICY HANDBOOK

HOGAN LANE DAY CARE, INC.
AMY LITWIN, DIRECTOR
Licensing # C04DU0203

ESTABLISHED IN 1976

HOGAN LANE DAY CARE, INC.
8019 HOGAN COVE DRIVE
JACKSONVILLE, FL 32221
(904) 786-6361

Welcome to Hogan Lane and thank you for entrusting us to share in the nurturing of your precious child. We provide care for children from birth to 11 years of age. Our hours of operation are 7:00 AM – 5:30 PM. This handbook explains our policies and is a resource for your family.

PHILOSOPHY

The health, safety and well-being of children are this center first priority. The educational intent of Hogan Lane is to facilitate age appropriate learning and behavior. Focusing attention to the importance of academics, moral, social, physical and cultural development of children. All of these can be learned through play. Hogan Lane strongly believes it is important to schedule vast amounts of free play. During this time the children will learn by doing. Children will learn and develop at their own pace by selecting activities that interest and stimulate them. The more fun they have the more they will thrive. When a child is playing they are exploring and learning.

KIDS ARE IMPORTANT AND HOGAN LANE LOVES TO INVEST IN THEM!

MISSION STATEMENT

The mission of Hogan Lane is to provide a loving and caring environment where children feel comfortable and secure. Hogan Lane strives to provide an outstanding experience in the social, cognitive and physical development of the child. The goal is for every child to have fun learning!

Play is really the work of childhood.
Fred Rogers

PERSON PERMITTED TO REMOVE CHILD

Parents must provide Hogan Lane with names of ALL persons authorized to pick up their child. No child will be allowed to leave with anyone not authorized. Picture identification is required to pick up children. Please notify the center if your child is picked up early from Crystal Springs Elementary. It is the parent's moral responsibility to notify Hogan Lane of any address change, job change and of course any e-mail or telephone numbers that change. **WE MUST BE ABLE TO REACH YOU FOR EMERGENCIES! YOUR CHILD'S HEALTH AND SAFETY DEPEND ON THIS!**

PICK UP PROCEDURES

As stated in the above section, be prepared to show picture identification. Please notify the center if your child is picked up early from their school. School Readiness or V.P.K. students must be signed out on the appropriate forms. VPK students not using wrap care must be picked up no later than 1:30 PM to avoid a late fee. If a situation arises where someone must pick up your child, whom is not on the authorized pick up list – you must first call Hogan Lane at 786-6361 **AND ALSO** send an email to contact@hoganlanedaycare.com.

DROP OFF PROCEDURE

You may stay with your child at the center for a few minutes to acclimate them. When you tell your child, you are leaving-YOU MUST GO-IMMEDIATELY! School Readiness and V.P.K. students must be signed in on the appropriate forms. V.P.K. students not using wrap care cannot enter the building before 8:30 AM. All students must be at Hogan Lane by 9:00AM. Parents will be notified by our attendance notification system via e-mail if their child is not present by 9:30AM. If you would like to add a push notification/alert on your smartphone for this email, the related email is: contact@hoganlanedaycare.com. IT IS THE PARENTS RESPONSIBILITY TO CHECK THEIR E-MAIL.

TUITION AND FEES

Tuition fees are due on Monday for two weeks. Pre-paid bi-weekly or monthly payments are the only payment options. A fee of \$25 will be billed for late payments per billing cycle. Written notification is provided to the client if tuition is overdue by more than five days. The balance must be made current by the sixth day (or payment arrangements) to avoid the student service suspension. If Hogan Lane is open three or more days full tuition is due. In the event Hogan Lane is closed four or more days the daily rate applies. No multi child discounts. An annual insurance fee of \$20.00 is due upon enrollment and is good from enrollment date through January. This fee is non-refundable. Children not picked up by 5:30 PM will be charged a late fee. The late pick up fee is \$10.00 per child per minute for the first five minutes and \$1.00 per child for each additional minute thereafter. NSF-check fee is \$50.00. **Then only cash is accepted. Financially responsible party must provide a COPY OF DRIVERS LICENSE AND SOCIAL SECURITY NUMBER.**

VACATION

With prior approval from the director each child receives one week of vacation a year without charge. You must take a full week, not a day at a time. You are eligible for vacation from your child's start date. If you take more than one week you must pay for the additional week(s). Vacation cannot be carried over to the next year. If you drop your child from roll there will be a fee of \$200.00 per child to re-enroll. You must first use your vacation week to be eligible to re-enroll.

HOLIDAYS

There is no reduction in tuition due to holidays. Hogan Lane will be closed on the following dates: Martin Luther King Jr. Day-President's Day-Good Friday-Memorial Day-July 4th-Labor Day-Veteran's Day-Thanksgiving Day and the day after- the week of Christmas-*New Year's Eve and Day*. If the italicized holidays fall on a weekend we will take the Friday and Monday that wrap around it in observance of that holiday.

EMERGENCY STATE / INCLEMENT WEATHER AND TERROR ALERTS

In the event of a state of emergency or inclement weather, Hogan Lane will follow the policy of the Duval County Public Schools. In the event that a terror alert is heightened to the level that Duval County closes their schools; Hogan Lane will follow their lead. Television and radio stations will broadcast school closings. In the event Hogan Lane had to evacuate our facility for any of the above reasons; we would gather all children, student rolls/student files and any necessary medical supplies necessary for students with special needs and/or chronic medical conditions. Crystal Spring Elementary is our designated evacuation site. For student safety when time is paramount parents could be called/texted/e-mailed/alerted from either Hogan Lane or Crystal Springs Elementary.

CURRENT EMERGENCY CARE PLAN

Developmental, Behavioral or Emotional Conditions THAT require additional services.

If Hogan Lane's global policies and procedures fall short of meeting a child's developmental, behavioral or emotional needs our next action is to request the parents seek professional guidance on these matters. In an effort, so that Hogan Lane can help each child meet their full potential. Parents must provide medical documentation to Hogan Lane regarding any developmental, behavioral or emotional conditions that require additional services. Doctor recommendations and an emergency care plan will then be placed in each applicable child's file. Hogan Lane will then implement the emergency care plan into the child's daily routine. Teachers will be trained on how to recognize and respond appropriately to the child's specific needs.

HEALTH & SAFETY

If a student has severe allergies, warning signs will be posted around the center. They will include the student's name, type of allergy and appropriate medical procedure. We have annual staff meetings for Epi-pen and inhaler procedures. If a child has an accident or is injured an incident/accident report is used as a means of communication with the parents. A communicable disease requires a doctor's note to return to school. Children will be sent home if they have a **fever, vomiting, or diarrhea**. If a child is sent home with any of the above symptoms they may **NOT RETURN THE FOLLOWING DAY.** **We have a strict NO NIT policy.** If we suspect any form of child abuse or neglect we are required by law to report it to

Florida Abuse Hotline at 1-800-962-2873. DCF allows 30 days from enrollment date to comply with the following:

1. **Form 3040** SCHOOL ENTRY HEALTH EXAM
2. **FORM 680** IMMUNIZATION CERTIFICATE

Students with, out of date physicals, immunizations or exemption will NOT BE ALLOWED TO RETURN until student meets DCF requirements.

Please be aware that some children enrolled in Hogan Lane may not have current immunizations.

MEDICATION

A parent must authorize all medication given. Medicine forms are in the cubby room; they must be signed and filled out by a parent. If the medication is to be administered on an “as needed” basis parents MUST specify for what symptoms. All medication must remain in the original container indicating the child’s name and directions on the label. A medication form is good for two weeks unless the medication is a life sustaining maintenance drug. Medication will ONLY be dispensed at 11:30 AM. Over the counter medication must have written authorization from a physician or follow manufacture’s guidelines. No once or twice daily medication will be administered on site. No medicine will be administered for V.P.K. students not enrolled in Hogan Lane wrap care. Use of diaper creams/ointments, insect repellant or sunscreen, may only be utilized with written permission from parents/guardians. Parents must provide diaper cream/ointment, bug spray or sunscreen for their child if they wish for their child to use any of the above. Manufacturer’s instructions must be followed. Upon signing this handbook, you are given written permission to use the diaper cream, insect repellant or sunscreen you provide for your child. Permission is given for the entirety of my child’s enrollment at Hogan Lane. I understand I must provide written dated documentation to revoke this permission and remove the items you have provided to Hogan Lane.

PARENT INVOLVEMENT

Hogan Lane has an **open-door policy**; we invite you to observe your child at any time. If you would like a conference with your child’s teacher we ask you to please make an appointment. Parents are encouraged to attend all field trips. We welcome parents into the classroom to share different customs, cultures and holidays. Please ask your child’s teacher about **Parent volunteering** opportunities. Teachers encourage it and students love it!

CURRICULUM

Hogan Lane uses several different types of state approved curriculums. ELLM/plus stands for Early Literacy and Learning Model plus Math and Science. It was developed at the University of North Florida for students' ages three to five years and is state approved. DLM Express is the supplemental curriculum for ages three and four. For students' ages birth to two years Foundations is the state approved curriculum. Baby Doll Circle Time is the supplemental curriculum for ages' birth to two years. All of our curriculums are state approved.

SCREENING AND ASSESSMENTS

Hogan Lane administers several assessment tools to students. Student's full name and DOB is recorded on each assessment to protect against misidentification of students. These tools help the teacher's plan for the needs of the individual student as well as the entire class. The Florida Voluntary Pre-kindergarten (VPK) Assessment is a state mandated tool use for VPK students three times per year. It is a screening tool that helps improve children's developmental outcomes and it is used for individual growth indicators. It is also used to check a four years old progress in developing early literacy skills. Hogan Lane has developed an assessment tools, for ages' two to five that help the teachers create lesson plans that will foster growth and development for the betterment of the individual student as well as the entire class. The Hogan Lane Assessment will be administered three times per school year. State mandated Ages and Stages Questionnaire screening tool is administered twice a year on ALL students at Hogan Lane. Your child's teacher will go over their assessment results during scheduled parent conferences. Three parent/teacher conferences are held per year. Parents will receive written copies of all assessment results. At home activities may be recommended based on the results of the screenings. If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatrician. Addition assessments and parent conferences will be utilized as a means of follow-up on assessments that result in referrals to outside agencies. Students of every age level will be assessed using an **ON-GOING** child observations and portfolio assessments for the purpose of identifying developmentally appropriate learning outcomes met throughout the year and creating individualized learning goals based on the results of the observations and assessments. **With the signing of this handbook permission is given to Hogan Lane to assess your child.**

PORTFOLIO

Each child must have a portfolio which includes a sampling of the child's progress for that school year. All ages will have included an Ages and Stages Questionnaire. All age appropriate assessment tool results are included in each student's portfolio. Depending on the age of the student, samples included in a student's portfolio may include: art work, dictation, writing samples, pictures, assessment tool results, growth charts, other developmental checklists, copies of daily notes, etc. Portfolios are to be shared with parents during scheduled parent conferences.

FIELD TRIPS

Hogan Lane does not participate in offsite field trips. All of our field trips are located onsite. Nature walks or hay/tractor rides could take place on the property. These field trips could take place on any day or time that weather permits and it correlates with the curriculum. A sign will be posted on front door of exact date, time and location of field trip two days prior. Upon signing this handbook, you are signing an official permission slip allowing your child to participate in all onsite activities and field trips. I understand I must provide written dated documentation to revoke this permission for your child to participate in onsite activities and field trips.

PARKING

DO NOT BACK UP YOUR VEHICLE! ALL TRAFFIC IS ONE WAY! After reversing out of your parking space pull forward through the circular drive. Please follow the arrows. Please park in the parking spaces provided to the left and around the corner of the arrowed circular drive thru. Do not park on the road use the parking lot. Do not block the thru lane. **DO NOT PARK BEHIND THE BUS.** THE DRIVEWAY TO THE RIGHT IS A PRIVATE DRIVE – Please respect that family and do not use it! Never back onto the road. There could be children back there! Thank you for your cooperation with this safety issue.

IMAGES

Still photographs/videos maybe be used for class projects, social media and webpages. Hogan Lane retains the rights to all photographs used. Pictures from projects will be placed in the student's portfolio or destroyed. Signing this handbook waives ALL rights or claims for payment/royalties in connection with any use of photographic images taken by Hogan Lane. I understand I must provide written dated documentation to revoke this permission to use my child's picture for anything other than their educational portfolio.

MENU

For children on table food and off of the bottle a hot well-balanced lunch is prepared daily. Two snacks are served for all full-time children. Afternoon snack will be provided for school age students. Snack is provided by Hogan Lane for VPK students. **VPK students must pack a lunch on the VPK days.**

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
BEEF STEW RICE	CHICKEN NOODLE	SPAGHETTI BEEF	CHICKEN RICE	BEEFARONI/ POT LUCK

Every lunch is served with milk, vegetable and fruit.

If you choose to provide lunch for your child or party food items for child's class whom are under the age of four you must follow the Florida Department of Children and Families administrative code. Which is as follows: Foods that are associated with young children's choking incidents must not be served to children under four years of age: such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces $\frac{1}{4}$ inch or smaller, food for toddlers must be cut into pieces $\frac{1}{2}$ inch or smaller to prevent choking. **Hogan Lane's policy is that the entire Eagles three-year-old class must follow these above guidelines for health and safety reasons.**

DISCIPLINE POLICY

Hogan Lane will always follow developmentally appropriate practices on discipline. Hogan Lane will make accommodations to help promote positive social, emotional, and behavioral health. Teachers help students learn to work through interpersonal issues as well as issues with peers.

Infants through 2 years of age . . . The child is positively redirected.

Ages 3 and up . . . Our policy on discipline is to first use positive redirection, we will then use timeout utilizing the number of minutes equal to the age of the child. If behaviors issues continue, the next step is parental notification via note to parent, text message or telephone call. If behaviors persist further, suspension of the child will occur for the duration of that day, a parent/guardian will be contacted to pick up the child. If a child is suspended three times in three months it will result in expulsion of that child.

BULLYING

Bullying is defined as repetitive behavior that does not happen just once; it is intent to harm, cause discomfort or humiliation; one person using strength or power to harm or intimidate the weaker person. Hogan Lane has a zero-tolerance policy on bullying. Age appropriate consequences will be utilized regarding the individual's verbal and physical behaviors. Teacher will utilize incidents as a teachable moment. Beginning to help students self-regulate their emotions and behaviors by teaching appropriate social skills. Consequences could range from: discussion of appropriate behavior, modeling appropriate behavior, asking a child to make simple reparations for their actions such as an apology or simply "making things better". If necessary a student may be removed from the situation in order to maintain a safe environment for all students. Parental contact will be made in cases of repeated or violent offenses. A peaceful resolution must be achieved in order to maintain attendance at Hogan Lane. If issues persist students may be expelled for the well-being of other children.

DRESS CODE

SHOES

NO backless shoes (ie: flip flops – NOT even with an elastic strap)

Students are allowed to wear sandals with a sturdy strap on back of heel and crocs if worn properly.

NO cowboy boots

No slippers

Shoes must fit.

CLOTHES

Pre-K students must be able to, *by themselves*, manipulate their outfit for toileting purposes. (NO one piece outfits that require the child to remove all clothing to use restroom or any outfit that zips or ties in the back that would make the restroom process difficult.)

Shorts must be worn under dresses.

NO strapless or one strap tops/dresses.

NO mid-drift tops.

Pants must stay up above the underwear line.

ACCESSORIES

NO belts for Pre-K students

NO hats/bandanas/sunglasses

No jewelry (one exception is pierced ears–stud earrings only)

Hogan Lane Day Care is NOT responsible for lost real or costume jewelry.

If children remove their Hair accessory(ies) the accessories will be disposed of for health and safety reasons.

NO TOYS

Teachers will NOT look for lost items. The center will NOT replace lost items. Do not wear or bring what you cannot stand to lose.

NO cell phones or electronics of any type

LABEL PROVISIONS

Each child under the age of five enrolled in Hogan Lane must bring a complete change of clothing clearly marked with their name on each garment. **Please label everything your child brings into the center!**

Parent Rights and Responsibilities:

Your Rights are to:

- Be involved in your child's education and care;
- Receive information regarding your child's progress and development;
- Share in decisions about the care of your child;
- Have frequent contact with teachers about your child;
- Have access to the classroom through visitation or observation;
- Be recognized as the "Expert" when it comes to your child;
- Be informed when a communicable disease or traumatic situation has arisen at the program;
- Be informed by the teacher when your child has a problem;
- Be informed about changes in fees, teachers, or programming

Your Responsibilities are to:

- Be involved in your child's education and learning;
- Let the teacher know you are concerned and interested in your child and his progress;
- Set goals with the teacher and share in decisions about your child's care;
- Share information about the child and home that may affect behavior;
- Discuss problems and concerns with the teacher first;
- Show appreciation for teachers;
- Continually upgrade your parenting skills and understanding of children;
- Volunteer to assist the teacher in some way;
- Follow the child care program's policies and reread contract and parent manual regularly;
- Keep your child home when sick unless sick care is provided;
Read to your child and spend time talking and playing together.

Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: C04DU0203
License Issued on 08/08/17
License Expires on 08/08/18
For more information regarding the compliance history of this child care provider, please visit MyFLFamilies.com/childcare



Know Your Child Care Facility

MyFLFamilies.com/ChildCare



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFR/1175-24, 03/2014
This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.312(6), F.S..

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- ☐ Valid license posted for parents to see.
- ☐ All staff appropriately screened.
- ☐ Maintain appropriate transportation vehicles (if transportation is provided).
- ☐ Provide parents with written disciplinary practices used by the facility.
- ☐ Provide access to the facility during normal hours of operation.
- ☐ Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	8:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- ☐ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ☐ Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- ☐ 40-hour introductory child care training.
- ☐ 10-hour in-service training annually.
- ☐ 0.6 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ☐ Director: Credentials for all facility directors.

Food and Nutrition

- ☐ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- ☐ Maintain accurate records that include:
 - Children's health examination record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- ☐ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ☐ Provide space that is clean and free of litter and other hazards.
- ☐ Maintain sufficient lighting and inside temperatures.
- ☐ Equipped with age and developmentally appropriate toys.
- ☐ Provide appropriate bathroom facilities and other furnishings.
- ☐ Provide isolation area for children who become ill.
- ☐ Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- ☐ Are children initiated and teacher facilitated.
- ☐ Include social interchanges with all children.
- ☐ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ☐ Include exercise and coordination development.
- ☐ Include free play and organized activities.
- ☐ Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- ☐ Are friendly and eager to care for children.
- ☐ Accept family, cultural and ethnic differences.
- ☐ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ☐ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ☐ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ☐ Allow children to play alone or in small groups.
- ☐ Are attentive to and interact with the children.

- ☐ Provide stimulating, interesting, and educational activities.
- ☐ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ☐ Communicate with parents.

Quality Environments

- ☐ Are clean, safe, inviting, comfortable, child-friendly.
- ☐ Provide easy access to age-appropriate toys.
- ☐ Display children's activities and creations.
- ☐ Provide a safe and secure environment that fosters the growing independence of all children.



AFTER READING, PLEASE SIGN AND RETURN THIS PAGE TO THE STUDENT'S FILE

I have read the handbook policies for Hogan Lane Day Care, Inc. I agree to their provisions. I understand these policies may change, with proper notification to parents.

Parent/Guardian's signature

Date

CHILD'S NAME: _____ CHILD'S NAME: _____

Dear Parents/Guardians:

The first five years of life are very important to your child because this time sets the stage for success in school and later life. During infancy and early childhood, many experiences should be gained and many skills learned. It is important to ensure that each child's development is proceeding without problem during this period; therefore, we are interested in helping you follow your child's growth and development.

Screening is a process to determine if a child has any developmental concerns that may require further attention and follow-up.

Assessment is the process to monitor growth and development of certain skills and knowledge on an ongoing basis.

Screening and Assessment are directly linked to lesson planning and meeting the individual needs of children. Our goal is to ensure that your child is prepared to enter kindergarten at the age of five. Teachers of all ages administer the Ages and Stages Questionnaire for all children ages 2 months to 5 years. This developmental screening will be administered at least once per academic year. Teachers will also complete formal observation notes and assessments for the purpose of creating individualized activities to promote learning and development. Teachers of VPK will use Teaching Strategies Gold, a comprehensive assessment tool, and the state mandated VPK assessment.

Information gathered from the observations and screenings will be used to help your child with developmental growth and success. These results are confidential and will be shared with you in writing or in a documented parent-teacher conference.

Sincerely,
Amy Litwin

Parental Permission

_____ **I give permission for my child to be screened and assessed for the purpose of identifying my child's individual needs and planning his/her learning activities accordingly.**

_____ **I do NOT give permission for my child to be screened.**

Child's Full Name: _____ DOB: _____

If child was premature, original due date _____

Child's Full Name: _____ DOB: _____

If child was premature, original due date _____

Parent/Guardian's Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Hogan Lane Day Care's Voluntary Pre-Kindergarten Attendance Policy

Hogan Lane V.P.K. class time is from 8:30AM-1:30PM on Tuesday, Wednesday and Thursday. The cost for Extended Day is \$100.00 per week. If your student is here during non-VPK time you will be billed! If a student whom is not enrolled in Extended Day is picked up late the cost is \$10.00 per minute for the first five minutes and \$1.00 for each additional minute. A combined overage time of thirty minutes or more will result in your being charged the wrap around fee of \$100.00. If you are in non-compliance of the Hogan Lane hours of V.P.K. operation three times, Hogan Lane reserves the right to remove your student from our roll. This will allow you to find a class that better fits with your schedule. Please inform us if your child will be out of school. Try to have your student here no later than 8:45AM. Tardiness disrupts the entire class.

Hogan Lane Day Care's School Readiness Attendance Policy

Hogan Lane Day Care and their clients MUST FOLLOW the attendance policy set forth by school readiness contract guidelines.

Sign in Sheet Process

Parent/Guardian must use their **full legal name** to sign their student in and out on the appropriate VPK State form. If your student is also on our School Readiness roll you must sign them in and out on the appropriate County form with the parent/guardian's full legal name. All students must be signed in and out with the appropriate **times** on the Hogan Lane Day Care roll. Sorry for any inconvenience – these are the rules.

Parent/Guardian Signature

Date