



### Using the Time Clock

#### **Punching in:**

Take your child(ren) to his/her room.

Then, come back here and check them in.

Be careful:

Not to leave your child in the room before your scheduled time.

Not to punch in before your scheduled time.

#### **Punching out:**

Punch out as soon as you get here, then go get your child.

This way you have time to talk to the teacher, time to let your child gather their things and you will not be punching out late.

Special note: If you have more than one child you must have them all picked up by your scheduled out time or stagger your times to accommodate this.

**There is NOT even one minute leeway.**

If you have any questions please ask. Thank you!!



### Breakfast Policy

At Lakeland's Little Learners, children under 2 years of age are fed according to their own individual feeding schedules. For children 2 years of age and older, breakfast is not provided by the center but will be served to your child if you arrive by 7:30 am and choose to bring in a breakfast. The breakfast you bring will be served between 6:45 am 7:30 am. With the exception of a rare emergency, no breakfast is served to children 2 years of age and older after 7:30 am. Confining breakfast serving tasks to a specific timeframe allows our teachers to give their attention and energies to the many other programming needs of their students. If you are providing a breakfast for your child, please keep in mind that our center encourages healthy food choices. Thank you!