



SIGN IN/OUT POLICY

Circle of Love established the Sign In/Out Policy to be in compliance with California state licensing. Per state licensing, Circle of Love must know exactly who is on campus at any given time and we are required to have the sign-in /out sheets to do so. In the event of an emergency or natural disaster, we must be able to account for everyone. If not in compliance, Circle of Love can be fined for each missing signature.

SIGN IN/OUT POLICY

All parents/guardians must sign their children **in and out** on each day of attendance. The signature must include your full first and last name (initials are not acceptable). **DO NOT** permit your child to sign his/her own name. No one other than the child's parent or guardian may sign the child in or out without **written consent from the parent or guardian.**

MISSING SIGNATURE POLICY

If you forget to sign your child in or out, you must come to the school office to sign the sign-in/out sheet as soon as possible. Also, the following will apply:

- ♥ 1st occurrence – you will receive a warning and the "Failure to Sign In / Out Fee will be waived
- ♥ 2nd and subsequent occurrence(s) - will result in the \$25.00 "Failure to Sign In / Out" fee.

It is so easy to forget... but so important to remember. The teachers will try to help by reminding you if they can. We really appreciate your effort to follow through with this.

AGREEMENT FOR SIGN IN/OUT POLICY AT CIRCLE OF LOVE PRESCHOOL

Student's name _____
(PLEASE PRINT)

Parent's name(s) _____
(PLEASE PRINT)

I have read and understand the Sign In/Out Policy for Circle of Love.

Parent Signature

Date