

How to fill and sign Cook's schedules with your mobile device

1. Install Acrobat Reader app from Google Play or the Apple app store
2. Open PDF schedule with Acrobat Reader (optional set Acrobat Reader as default app)
3. Complete form and all required fields

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VICTORIA PARK CHILD CARE CENTRE
2019 CHILD CARE SCHEDULE REQUEST
May & June 2019

DATE RECEIVED IN OFFICE: (d) ___ (m) ___ (y) ___
 APPROVED BY ADMIN: YES () NO ()
 IF NO, STATE REASON: _____
 SIGNATURE OF ADMIN: _____

CHILD'S NAME: John doe jr

PARENT/GUARDIAN NAME (PRINTED): John and jane joe

Please indicate one of the following in EVERY weekday of the month:
 the daily hours of care needed OR an "X" in the box beside "NO CARE"

May 2018 (May 1-3 on Apr/May Schedule)

MON 6	TUE 7	WED 8	THUR 9	FRI 10
FROM: 8:00 am	FROM: 8:00 am	FROM: 8:00 am	FROM: 8:00 am	FROM: 8:00 am
TO: 5:30 pm	TO: 5:30 pm	TO: 5:30 pm	TO: 5:30 pm	TO: 5:30 pm
NO CARE <input type="checkbox"/>	NO CARE <input checked="" type="checkbox"/>			

May 13 - 17

MON 13	TUE 14	WED 15	THUR 16	FRI 17
FROM: 8:00 am				
TO: 5:30 pm				
NO CARE <input type="checkbox"/>				

May 20 - 24

MON 20	TUE 21	WED 22	THUR 23	FRI 24
CLOSED for VICTORIA DAY				
FROM: 8:00 am	FROM: 8:00 am	FROM: 8:00 am	FROM: 8:00 am	FROM: 8:00 am
TO: 5:30 pm	TO: 5:30 pm	TO: 5:30 pm	TO: 5:30 pm	TO: 5:30 pm
NO CARE <input checked="" type="checkbox"/>	NO CARE <input type="checkbox"/>			

May 27 - 31

MON 27	TUE 28	WED 29	THUR 30	FRI 31
FROM: 8:00 am				
TO: 5:30 pm				
NO CARE <input type="checkbox"/>				

June 2019

MON 3	TUE 4	WED 5	THUR 6	FRI 7
FROM: 8:00 am				
TO: 5:30 pm				
NO CARE <input type="checkbox"/>				

June 10 - 14

MON 10	TUE 11	WED 12	THUR 13	FRI 14
FROM: 8:00 am				
TO: 5:30 pm				
NO CARE <input type="checkbox"/>				

June 17 - 21

MON 17	TUE 18	WED 19	THUR 20	FRI 21
FROM: 8:00 am				
TO: 5:30 pm				
NO CARE <input type="checkbox"/>				

June 24 - 28

MON 24	TUE 25	WED 26	THUR 27	FRI 28
FROM: 8:00 am				
TO: 5:30 pm				
NO CARE <input type="checkbox"/>				

I, hereby, confirm that the completed schedule request reflects my child care needs. I understand that I will be billed according to this schedule once approved. Additional days may be added ONLY IF SPACE PERMITS. Arriving unexpectedly cannot be permitted. Changes to the schedule (request to add days/cancel days/book vacation time) must be submitted in writing on the **Change to Schedule Form** TWO WEEKS BEFORE the change will occur. Full fees apply if notice is less than **two** weeks and when all "free" days are used.

Parent/Guardian Signature: _____ Date: (d) 20 (m) 4 (y) 19

SUBMIT

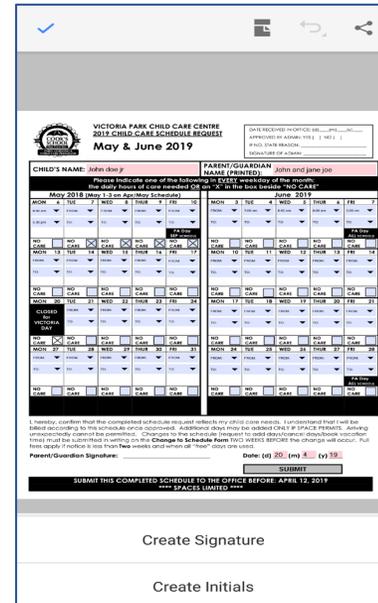
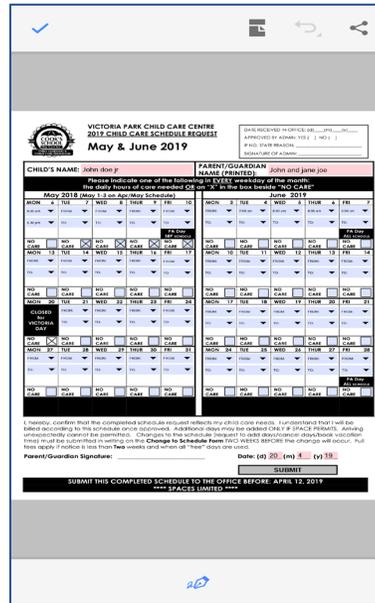
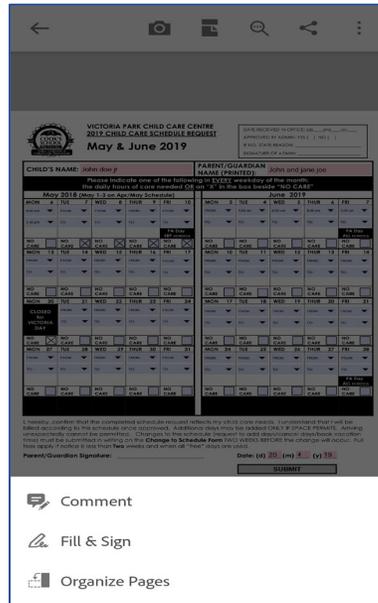
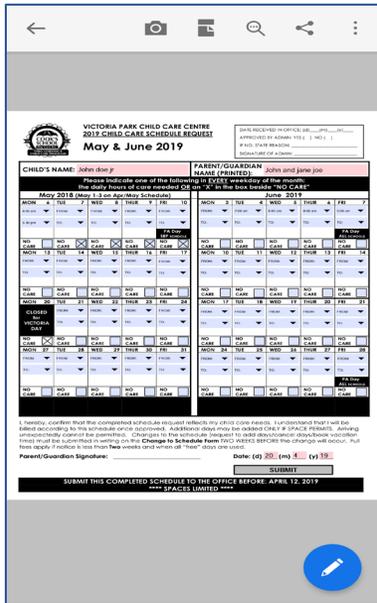
SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: APRIL 12, 2019

**** SPACES LIMITED ****



Create Digital Signature – One Time Setup

1. Select Edit Icon 
2. Select Fill & Sign 
3. Select Signature Icon 
4. Select Create Signature



VICTORIA PARK CHILD CARE CENTRE
2017 CHILD CARE SCHEDULE REQUEST
May & June 2019

DATE RECEIVED IN OFFICE: _____
APPROVED BY ADMIN: _____
IF NO. FAX BRANCH: _____
SIGNATURE OF ADMIN: _____

CHILD'S NAME: John Doe P PARENT/GUARDIAN NAME (PRINTED): John and Jane Doe

Please indicate one of the following: **DATE RECEIVED IN OFFICE** or **DATE RECEIVED BY FAX**

Month	Day	Time	Drop Off	Pick Up	Notes
May 2018	MON	8:00	9:00	10:00	
May 2018	TUE	8:00	9:00	10:00	
May 2018	WED	8:00	9:00	10:00	
May 2018	THUR	8:00	9:00	10:00	
May 2018	FRI	8:00	9:00	10:00	
May 2018	SAT	8:00	9:00	10:00	
May 2018	SUN	8:00	9:00	10:00	
May 2018	MON	11:00	12:00	1:00	
May 2018	TUE	11:00	12:00	1:00	
May 2018	WED	11:00	12:00	1:00	
May 2018	THUR	11:00	12:00	1:00	
May 2018	FRI	11:00	12:00	1:00	
May 2018	SAT	11:00	12:00	1:00	
May 2018	SUN	11:00	12:00	1:00	
May 2018	MON	1:00	2:00	3:00	
May 2018	TUE	1:00	2:00	3:00	
May 2018	WED	1:00	2:00	3:00	
May 2018	THUR	1:00	2:00	3:00	
May 2018	FRI	1:00	2:00	3:00	
May 2018	SAT	1:00	2:00	3:00	
May 2018	SUN	1:00	2:00	3:00	
May 2018	MON	2:00	3:00	4:00	
May 2018	TUE	2:00	3:00	4:00	
May 2018	WED	2:00	3:00	4:00	
May 2018	THUR	2:00	3:00	4:00	
May 2018	FRI	2:00	3:00	4:00	
May 2018	SAT	2:00	3:00	4:00	
May 2018	SUN	2:00	3:00	4:00	
May 2018	MON	3:00	4:00	5:00	
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May 2018	WED	3:00	4:00	5:00	
May 2018	THUR	3:00	4:00	5:00	
May 2018	FRI	3:00	4:00	5:00	
May 2018	SAT	3:00	4:00	5:00	
May 2018	SUN	3:00	4:00	5:00	
May 2018	MON	4:00	5:00	6:00	
May 2018	TUE	4:00	5:00	6:00	
May 2018	WED	4:00	5:00	6:00	
May 2018	THUR	4:00	5:00	6:00	
May 2018	FRI	4:00	5:00	6:00	
May 2018	SAT	4:00	5:00	6:00	
May 2018	SUN	4:00	5:00	6:00	
May 2018	MON	5:00	6:00	7:00	
May 2018	TUE	5:00	6:00	7:00	
May 2018	WED	5:00	6:00	7:00	
May 2018	THUR	5:00	6:00	7:00	
May 2018	FRI	5:00	6:00	7:00	
May 2018	SAT	5:00	6:00	7:00	
May 2018	SUN	5:00	6:00	7:00	
May 2018	MON	6:00	7:00	8:00	
May 2018	TUE	6:00	7:00	8:00	
May 2018	WED	6:00	7:00	8:00	
May 2018	THUR	6:00	7:00	8:00	
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May 2018	SUN	6:00	7:00	8:00	
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May 2018	TUE	7:00	8:00	9:00	
May 2018	WED	7:00	8:00	9:00	
May 2018	THUR	7:00	8:00	9:00	
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May 2018	SUN	8:00	9:00	10:00	
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May 2018	THUR	10:00	11:00	12:00	
May 2018	FRI	10:00	11:00	12:00	
May 2018	SAT	10:00	11:00	12:00	
May 2018	SUN	10:00	11:00	12:00	
May 2018	MON	11:00	12:00	1:00	
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May 2018	WED	11:00	12:00	1:00	
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May 2018	SUN	12:00	1:00	2:00	

Parent/Guardian Signature: _____ Date: (yy) (mm) (dd) (yy) (hh)

SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: APRIL 12, 2019
*** SPACES LIMITED ***

VICTORIA PARK CHILD CARE CENTRE
2017 CHILD CARE SCHEDULE REQUEST
May & June 2019

DATE RECEIVED IN OFFICE: _____
APPROVED

Create Digital Signature – One Time Setup (Continued ...)

1. Use one of the three options:

- a) Draw (default) with finger or stylus
- b) Upload a signature image from a file
- c) Take a picture of your signature



2. Unselect **Save Online** (optional)

3. Select **DONE**



Add saved digital signature

1. Select Edit Icon
2. Select Fill & Sign
3. Select Signature Icon
4. Select your signature
5. Tap signature line of form
6. Position signature and tap form

VICTORIA PARK CHILD CARE CENTRE
2019 CHILD CARE SCHEDULE REQUEST
May & June 2019

DATE RECEIVED IN OFFICE: (d)____(m)____(y)____
APPROVED BY ADMIN: YES () NO ()
IF NO, STATE REASON: _____
SIGNATURE OF ADMIN: _____

CHILD'S NAME: John doe jr PARENT/GUARDIAN NAME (PRINTED): John and jane joe

Please indicate one of the following in EVERY weekday of the month: the daily hours of care needed OR "X" in the box beside "NO CARE"

May 2018 (May 1-3 on Apr/May Schedule) June 2019

Parent/Guardian Signature: _____ Date: (d) 20 (m) 4 (y) 19

SUBMIT

SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: APRIL 12, 2019
**** SPACES LIMITED ****

Create Initials

VICTORIA PARK CHILD CARE CENTRE
2019 CHILD CARE SCHEDULE REQUEST
May & June 2019

DATE RECEIVED IN OFFICE: (d)____(m)____(y)____
APPROVED BY ADMIN: YES () NO ()
IF NO, STATE REASON: _____
SIGNATURE OF ADMIN: _____

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May 2018 (May 1-3 on Apr/May Schedule) June 2019

Parent/Guardian Signature: *John Doe* Date: (d) 20 (m) 4 (y) 19

SUBMIT

SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: APRIL 12, 2019
**** SPACES LIMITED ****

VICTORIA PARK CHILD CARE CENTRE
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May 2018 (May 1-3 on Apr/May Schedule) June 2019

Parent/Guardian Signature: *John Doe* Date: (d) 20 (m) 4 (y) 19

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SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: APRIL 12, 2019
**** SPACES LIMITED ****