



**VICTORIA PARK CHILD CARE CENTRE**  
**2019 CHILD CARE SCHEDULE REQUEST**  
**NOVEMBER – DECEMBER 2019**  
 (includes January 3, 2020)

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

**CHILD'S NAME:** \_\_\_\_\_ **PARENT/GUARDIAN NAME (PRINTED):** \_\_\_\_\_

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"

November 2019					December 2019 (Includes January 3, 2020)				
MON	TUE	WED	THUR	FRI	MON DEC	TUE	WED	THUR	FRI
4	5	6	7	8	2	3	4	5	6
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
MON 11	TUE 12	WED 13	THUR 14	FRI 15	MON 9	TUE 10	WED 11	THUR 12	FRI 13
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
MON 18	TUE 19	WED 20	THUR 21	FRI 22	MON 16	TUE 17	WED 18	THUR 19	FRI 20
				PA Day ALL SCHOOLS					
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
MON 25	TUE 26	WED 27	THUR 28	FRI 29	MON 23	TUE 24	WED 25	THUR 26	FRI 27
							CLOSED for CHRISTMAS DAY	CLOSED for BOXING DAY	
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	SCHOOL BREAK	CLOSE 2pm SCHOOL BREAK	SCHOOL BREAK	SCHOOL BREAK	SCHOOL BREAK
					NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
					MON 30	TUE 31	WED JAN 1	THUR 2	FRI 3
							CLOSED For NEW YEARS DAY		
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	SCHOOL BREAK	CLOSE 2pm SCHOOL BREAK	SCHOOL BREAK	SCHOOL BREAK	SCHOOL BREAK
					NO CARE	NO CARE	NO CARE	NO CARE	NO CARE

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) \_\_\_\_ (m) \_\_\_\_ (y) \_\_\_\_

**SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: OCTOBER 11, 2019**

\*\*\*\* SPACES LIMITED \*\*\*\*