



**VICTORIA PARK CHILD CARE CENTRE  
2019 CHILD CARE SCHEDULE REQUEST**

**September & October**

**2019 (includes November 1, 2019)**

DATE RECEIVED IN OFFICE: (d)\_\_\_\_(m)\_\_\_\_(y)\_\_\_\_

APPROVED BY ADMIN: YES ( ) NO ( )

IF NO, STATE REASON: \_\_\_\_\_

SIGNATURE OF ADMIN: \_\_\_\_\_

<b>CHILD'S NAME:</b> _____	<b>PARENT/GUARDIAN NAME (PRINTED):</b> _____
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**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"**

September 2019					October 2019 (Includes November 1, 2019)				
MON SEP 2	TUE 3	WED 4	THUR 5	FRI 6	MON OCT 7	TUE 8	WED 9	THUR 10	FRI 11
CLOSED for LABOUR DAY									
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
MON 9	TUE 10	WED 11	THUR 12	FRI 13	MON 14	TUE 15	WED 16	THUR 17	FRI 18
					CLOSED for THANKS GIVING				
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
MON 16	TUE 17	WED 18	THUR 19	FRI 20	MON 21	TUE 22	WED 23	THUR 24	FRI 25
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
MON 23	TUE 24	WED 25	THUR 26	FRI 27	MON 28	TUE 29	WED 30	THUR 31	FRI NOV 1
				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 30	TUE OCT 1	WED 2	THUR 3	FRI 4					
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: AUGUST 16, 2019**

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