



COOK'S HOME CHILD CARE AGENCY

**2020 CHILD CARE
SCHEDULE REQUEST**

**May 16 –
Jun 1, 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):
MAY / JUNE 2020						
						SAT May 16 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>
SUN 17	MON 18	TUE 19	WED 20	THUR 21	FRI 22	SAT 23
<u>HOURS</u> From: To:	CLOSED for VICTORIA DAY	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:
NO CARE <input type="checkbox"/>	NO CARE <input checked="" type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>
SUN 24	MON 25	TUE 26	WED 27	THUR 28	FRI 29	SAT 30
<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:	<u>HOURS</u> From: To:
NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>	NO CARE <input type="checkbox"/>
SUN May 31	MON Jun 1					
<u>HOURS</u> From: To:	<u>HOURS</u> From: To:					
NO CARE <input type="checkbox"/>	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)____(m)____(y)____

SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: May 4, 2020
 **** SPACES LIMITED ****