



COOK'S HOME CHILD CARE AGENCY
2020 CHILD CARE
SCHEDULE REQUEST
May 2-15, 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 2020						
						SAT 2 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>
SUN 3 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	MON 4 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	TUE 5 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	WED 6 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	THUR 7 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	FRI 8 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	SAT 9 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>
SUN 10 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	MON 11 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	TUE 12 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	WED 13 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	THUR 14 <u>HOURS</u> From: To: NO CARE <input type="checkbox"/>	FRI 15 <u>HOURS</u> From: To: 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: April 20, 2020
 **** SPACES LIMITED ****