



**COOK'S HOME CHILD CARE AGENCY
2019 CHILD CARE SCHEDULE REQUEST**

October 2 - 15

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): |
|----------------------|--|

| OCTOBER / NOVEMBER 2019 | | | | | | |
|----------------------------------|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| | | | WED 2 | THUR 3 | FRI 4 | SAT 5 |
| | | | <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"/> |
| SUN 6 | MON 7 | TUE 8 | WED 9 | THUR 10 | FRI 11 | SAT 12 |
| <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 13 | MON 14 | TUE 15 | | | | |
| <u>HOURS</u> From: To: | CLOSED for THANKS- GIVING | <u>HOURS</u> From: To: | | | | |
| NO CARE <input type="checkbox"/> | NO CARE <input checked="" 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: September 17, 2019
**** SPACES LIMITED ****