



**COOK'S HOME CHILD CARE AGENCY  
CHILD CARE SCHEDULE REQUEST  
February 2021**

**SPECIAL DATES**

Feb 1: \* **PA Day** - All Schools  
Feb 15: Family Day (closed) \*

<b>CHILD'S NAME:</b>				<b>PARENT/GUARDIAN NAME (PRINTED):</b>		
Please indicate one of the following in <u>EVERY</u> weekday of the month: the daily hours of care needed OR check the box beside "NO CARE"						
Month: February 2021 (includes January 31)						
<b>SUN</b> <span style="border: 1px solid red; padding: 2px;">JAN 31</span>	<b>MON</b> PA Day	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>
Time In	Time In	Time In	Time In	Time In	Time In	Time In
Time Out	Time Out	Time Out	Time Out	Time Out	Time Out	Time Out
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>
Time In	Time In	Time In	Time In	Time In	Time In	Time In
Time Out	Time Out	Time Out	Time Out	Time Out	Time Out	Time Out
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
<b>SUN</b>	<b>*MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>
Time In	<b>Closed for Family Day</b>	Time In	Time In	Time In	Time In	Time In
Time Out		Time Out	Time Out	Time Out	Time Out	Time Out
NO CARE		NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>
Time In	Time In	Time In	Time In	Time In	Time In	Time In
Time Out	Time Out	Time Out	Time Out	Time Out	Time Out	Time Out
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE
<b>SUN</b>						
Time In						
Time Out						
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 it is 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: \_\_\_\_\_

**SUBMIT THIS COMPLETED SCHEDULE TO THE OFFICE BEFORE: January 18, 2021**

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