



**COOK'S HOME CHILD CARE AGENCY
CHILD CARE SCHEDULE REQUEST
November 2020**

SPECIAL DATES

Nov 27: * **PA Day** - All Schools

CHILD'S NAME:

**PARENT/GUARDIAN
NAME (PRINTED):**

Please indicate one of the following in EVERY weekday of the month:
the daily hours of care needed OR check the box beside "NO CARE"

Month: **November 2020**

SUN	MON	TUE	WED	THUR	FRI	SAT
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
SUN	MON	TUE	WED	THUR	FRI	SAT
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
SUN	MON	TUE	WED	THUR	FRI	SAT
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
SUN	MON	TUE	WED	THUR	*FRI PA Day	SAT
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
SUN	MON					
Time In	Time In					
Time Out	Time Out					
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 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: October 19, 2020

*** SPACES LIMITED ***