



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

SPECIAL DATES

Dec 24 & 31: * **Closed Noon** *
Dec 25: Closed for Christmas Day
Dec 26: Closed for Boxing Day

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: December 2021

			WED	THUR	FRI	SAT
			Time In	Time In	Time In	Time In
			Time Out	Time Out	Time Out	Time Out
			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 Close Noon	SAT
Time In	Time In	Time In	Time In	Time In	Time In	Closed for Christmas Day
Time Out	Time Out	Time Out	Time Out	Time Out	Time Out	
NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	NO CARE	
SUN	MON	TUE	WED	THUR	FRI Close Noon	SAT
Closed for Boxing Day	Time In	Time In	Time In	Time In	Time In	
	Time Out	Time Out	Time Out	Time Out	Time Out	
	NO CARE	NO CARE	NO CARE	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: November 15, 2021

*** SPACES LIMITED ***