

Elcho Early Learning Center
Child Care Schedule

Date: _____

Is this a permanent schedule: ____yes ____no

Please submit a completed schedule by **Wednesday at 12:00 P.M.** the week prior to needing childcare. Each day lists the time your child will arrive and depart. If they will not attend, just leave that day blank.

Child's Name & Age: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Week of _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____
Week of _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____
Week of _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____
Week of _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____

Schedules submitted late may not be honored due to space availability in the classroom. Changes to this schedule should be written and put in the childcare mailbox or given to the coordinator as soon as possible. You may also email changes to aschmidt@elchoschool.org. **Any changes after the Wednesday before the week care is needed are subject to availability and charges for absence.**

Parents Signature: _____ Phone: _____