WORK/SCHOOL SCHEDULE

**We are working to adjust our staffing schedules based on parent needs so please take a minute to fill out this UPDATED schedule for us. We need ALL forms completed by Friday, Feb. 6th, 2020…**

**A written schedule is part of your agreement with Blue Book Schools. Per that agreement, any changes in your schedule should be given to the Director in writing, with ENOUGH time to allow for any necessary changes to staffing. Please give us AT LEAST 24 hour notice that you have a change in scheduling needs. *If it is an emergent situation, please contact Ms. Tracy on her cell, 937-524-1837*. She will then be able to notify the staff immediately.**

**If you do not notify us in advance and the staff is not on site to accommodate your child/children then you may be asked to leave and return at your scheduled time.**

**A REMINDER to anyone that receives any sort of third party assistance in payment of child care services, the schedule needs to be when you are supposed to actually be at work/school, as well as time to travel to and from work/school.**

Please use this form to fill in your work or school schedule so that we may better serve your child care needs.

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Contact # for Emergency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|   |   |   |   |   |
|   |   |   |   |   |

Use the top row for your current schedule. The additional rows will be for any minor changes in your schedule. If significant changes are required please use a new form.

Thank you for your assistance.