

Childs
Name _____



PLEASE READ Instructions:

- Name of child (first/last)
- Please provide ONE schedule per child (even if they have the same schedule). Thank you!
- Fill in your schedule for the month, including hours so you can budget.
- Sign & turn into director BY May 20
- Any schedules turned in after this date will be added to the wait list.

Please write the hours in each day. Any changes need to be made at least 1 week in advance. Billing will be based on this schedule, so be as accurate as possible. I am requesting child care for June 2020. I understand I will be billed for scheduled hours and any over hours at the end of the month. All tuition will be pre-paid on the first of the month.

Signed: _____

Please complete & turn your schedule in by May 20th in order to guarantee your child's spot, if they are currently enrolled.

Total Hours:

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12 CLOSED Staff Training
15	16	17	18	19
22	23	24	25	26
29	30			

Options for submitting schedules:

Email this form to: admin@nvelc.com or fax to 503-392-3252 or mail by May 20th to P.O. Box 33 Cloverdale, OR 97112

OR put in the black wall folder outside the director's office- please do not leave with a teacher or in a payment box.

All bills will be based on the submitted schedule. Email us with questions!