

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 April 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 May 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 April 20<sup>th</sup> in order to guarantee your child's spot, if they are currently enrolled.**

**Total Hours:**

**May 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Closed Memorial Day	26	27	28	29

Options for submitting schedules:

Email this form to: [admin@nvelc.com](mailto:admin@nvelc.com) or fax to 503-392-3252 or mail by April 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!