**Set Schedule Contract**

**Sporadic or Varied Schedule-** Parentsmust submit a weekly/monthly calendar. Calendars can be submitted online 24/7 at [www.tilburytots.com](http://www.tilburytots.com). Please indicate your drop off time and your pick-up time. All childcare hours and changes must be submitted to TTELC no later than NOON on Wednesday for the following week.

**Set Schedule Families**- will be scheduled according to your Set Schedule Contract. Please do not deviate from your set schedule. Authorization and confirmation will be required if you do need to change your schedule.

*It is important to note that:* It is the parent’s responsibility to submit their calendar by Wednesday at Noon, as many of our sites run at capacity and could affect your child care space. We strongly suggest you request an email confirmation of your calendar submission.

**Late Calendar Submissions
Booking your child(ren) AFTER Noon on Wednesday for the following week**

1. Requests made after Wednesday at Noon will be granted if the request does not require an adjustment to staffing schedules, as the staff schedules will be complete.
2. To ensure your child(ren) will be able to attend the hours requested on your late calendar submission, you will be required to call your child care location.

Main Site 519-682-0804

Wheatley 226-248-0351

Merlin 519-689-7027

TAPS 226-627-2097

St. Francis 226-626-9127

Pain Court 519-351-3111

Ste. Marie 519-354-5580

Sarnia 519-542-3406

**Set Schedule Contract**

Mychild/children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will

be attending TTELC at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ location during the following times:

**Please provide a drop off and pick up time.**

Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PA Days (for school age children) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am aware that I will be required to submit a calendar by Wednesday at noon for the following week if there is an absence from my set schedule contract.

Set schedule families will be billed on a monthly basis with corrections from the previous week being completed on Mondays. Set schedule families will be required to remit child care fees on a weekly or biweekly basis.

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_