**SET SCHEDULE CONTRACT**

**School Age Children (no min. days)**

**Preference will be given to full-time families**

**Child(ren) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Days & Hours of Care Needed (if hours vary from week to week, please put a checkmark in the box on the days you are requesting care).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Times** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Drop Off** |  |  |  |  |  |
| **Pick Up** |  |  |  |  |  |

If non-instructional days (PA Day, March Break, etc.) are required, we must be notified by submitting a calendar at [www.tilburytots.com](http://www.tilburytots.com) by Noon on Wednesday for the following week. **Please note that space is limited and is NOT guaranteed.**

**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 need to change your schedule

**Removing Days -** All changes to the child(ren) set schedule will require 2 weeks' written notice. A new set schedule must be submitted to your site supervisor.

**Adding or Changing Days -** Any additional days added or changes made to the set schedule must be requested 2 weeks before the start date of the changes and approval must be given by the Site Supervisor. Additional or changed days are not guaranteed.

**Changes to Drop off/ Pick Up Times -**Please speak with your Site Supervisor and they will try to accommodate any time changes.

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

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

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