**SET SCHEDULE CONTRACT**

**Please complete and return “Set Schedule Contract”**

**Child Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Infant (4 days min) - Toddler (2 days min) - Preschool (2 days min)**

**Days & Hours of Care Needed** (Varied Hours – please put a checkmark in the boxes of care required. Calendars must be submitted no later than noon on Wednesdays for the following week at www.tilburytots.com)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIMES** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **DROP-OFF** |  |  |  |  |  |
| **PICK-UP** |  |  |  |  |  |

### 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.

### 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 prior to 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**