



Confirmation/Update of Child(ren)'s Current Schedule

Please complete the table below with your child(ren)'s most accurate current schedule.

As per our policies (please refer to the 'Excess Service Hours' policy in our Parent Handbook for complete details) we post invoices for services and bill families on *scheduled* attendance, not actual attendance. Pre-billing allows us to properly prepare and plan for several factors, such as ensuring compliant and effective staffing patterns and staff distribution, purchasing and preparing sufficient amounts of meals and snacks for the several meals throughout the day, providing an adequate amount of materials and supplies for activities and lessons and etcetera. Given that we pre-bill on *scheduled* attendance and not on actual attendance there may often be a situation of excess service hours, where a child attends more hours than they were scheduled for, such as a child who is scheduled to attend from 8:00AM to 4:00PM staying until 5:00PM, or a child who is scheduled from 8:00AM to 4:00PM coming in at 7:00AM. These additional hours are subject to our excess service hours policy, and will be billed separately from the regular invoice at the set hourly rate for your child(ren)'s respective age group.

While your child(ren)'s teacher and the majority of our staff and administration at the center are aware of your typical schedule, our billing department needs as accurate of a schedule as possible to ensure you are not charged for excess hours that you are usually scheduled to attend. Please complete the table below as accurately as possible, but be sure to account for typical delays; if your schedule is to usually pick up your child(ren) before 5:00PM but you may come around 5:15PM once or twice a week, complete the schedule below with a 5:15PM or 5:30PM pick-up time to account for the variances. We allow up to 30 minutes of a varying schedule as long as it is within our operating hours before our excess service hours policy takes effect (if it is outside of our operating hours (past 6:30PM) then our 'Late Pickup' policy takes effect and late pickup fees will apply). As a reminder, excess service hours can be avoided with a two week notice.

Day:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Drop-Off:					
Pick-Up:					

Child(ren)'s Name(s):
