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| **Week of \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_** | **IN** | **OUT** |
| **Monday** | **[ ]  AM** **[ ]  PM** | [ ]  **AM** **[ ]  PM** |
| **Tuesday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |
| **Wednesday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |
| **Thursday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |
| **Friday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |

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| **Week of \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_** | **IN** | **OUT** |
| **Monday** | **[ ]  AM [ ]  PM** | [ ]  **AM [ ]  PM** |
| **Tuesday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |
| **Wednesday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |
| **Thursday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |
| **Friday** | **[ ]  AM [ ]  PM** | **[ ]  AM [ ]  PM** |

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**Instructions**

Please fill out the schedule for your child’s attendance each week. Schedules should be turned in the Friday before care begins. (If care week is May 12 to May 16 schedule should be turned in Friday May 9)

If you know your schedule for more than one week at a time you may fill in the additional weeks. Additional papers are available on top of cubby shelf to the right of the door.

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