



**Please Note:**

**This form is ONLY to be used for children in the Infants through Mature Two's Classrooms. All older children (3K & up) will be required to submit a monthly schedule.**

For office use only

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

Classroom Assigned: \_\_\_\_\_

Approved by: \_\_\_\_\_

Credit Day Used -- Date: \_\_\_\_\_

**SCHEDULE SUBMITTAL FOR OPEN ENROLLMENT PERIOD - SUMMER SEMESTER 2020**

**Scheduling Period: 06/01/2020-08/20/2020** (Child care is closed 7/3 & 8/21).

Please Note: The week of 8/24 will appear on the Fall Schedule Submittal Form

**Due Date: WEDNESDAY, APRIL 15<sup>TH</sup>**

Child's Last Name: \_\_\_\_\_ Child's First Name\*: \_\_\_\_\_

**\*Please submit a separate submittal form for each child in the family**

<b>WEEK 1</b>		
Date which "Week 1" will begin on: ____/____/____		
<b>Day of the Week</b>	<b>Drop-Off Time</b>	<b>Pick-Up Time</b>
<b>MONDAY</b>		
<b>TUESDAY</b>		
<b>WEDNESDAY</b>		
<b>THURSDAY</b>		
<b>FRIDAY</b>		

<b>WEEK 2</b>		
<input type="checkbox"/> Same as Week 1 (please check this box if your child's schedule will be weekly and not bi-weekly)		
<b>Day of the Week</b>	<b>Drop-Off Time</b>	<b>Pick-Up Time</b>
<b>MONDAY</b>		
<b>TUESDAY</b>		
<b>WEDNESDAY</b>		
<b>THURSDAY</b>		
<b>FRIDAY</b>		

In order to avoid paying for care when it is not needed, please place an "X" on any day on the following calendars which your child would normally be scheduled for but will be absent in the upcoming Scheduling Period. Any day that already has an "X" is a day that the center is closed. You will not be financially responsible for any absent day which was made known to the BLCC office at the time of submitting this form. Please be aware that each child is given the use of (1) Credit Day per Scheduling Period which can be used at any time during that period to avoid paying for an unplanned absence. All other unplanned absences will be charged to you at the regular rate.

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	X	22
23	X	X	X	X	X	29
30	X					