

Child Development, Inc. d/b/a Sunshine Preschool & Daycare
Attendance Sheets

Attendance Sheets otherwise known as "Contracts" are an important communication tool that allows the Center to properly staff each room. All schedules are due WEDNESDAY by 4 pm for the following week of service. Blank schedule are kept at the front reception area and in your child's room. Completed schedules should be given to your child's caregiver on time. We cannot guarantee care for your child if attendance sheets are turned in late. We will not provide care to children for whom we have not received an attendance sheet by Friday of the week preceding service.

You are obligated to pay for the number of days that your contract your child using the weekly attendance contracts. The schedule your turn in for your child, is what you will be charged for. Your must indicate the hours that your child will be at the center on the space provided for you. For example, you cannot just mark each day with an "X."

You will pay for the time that your child is contracted or how many hours your child is in attendance, whichever is greater. For example, if you need care in addition to what you have contracted in any given week, if staff/child ratios allows for care and your child is here more than contracted, you will be charged the respective rate for care plus \$5.00 drop in fee for the non-contracted das of service. We schedule staff based on the times that families schedule their children to be here so this is important to the Center.

If you need to add your child for an additional day, you may do so based on availability in the classroom. However, you may not trade days for a missed day. For example, if your child is schedule 4 days per week and your child is sick one of those days and you'd like to bring them on the 5th day, then you will pay for 5 days. If you use a Comp Day for the missed day, then you will only pay for 4 days. Comp Days apply to child that attend full-time only (see Hand-Book for additional information on Comp Day).

This is an example of what a Contract looks like:

Also provides you an example on how to fill a Contract out:

Child's Name Jonny Doe Week of: August 1-5

Monday	Tuesday	Wednesday	Thursday	Friday
<i>8-6</i>	<i>8-6</i>	<i>NO</i>	<i>8-6</i>	<i>8-6</i>

Please fill in your child's daily schedule for attendance on the top row.

I understand the above time slots are being reserved for my child. I agree to pay the established rate fee for this time.

Drop-in Care: If I need daycare in addition to what I have contracted above I will have to call and verify ratio would allow care for my child. In addition to the established rate, a \$5.00 drop-in fee will apply. I understand if staffing does not allow, my child will not be able to attend.

No Show/Cancellation Fee: If my child does not attend on a day I have contracted for I will be charged that daily rate. I understand if my child is a full time child I have the option to use one of my 5 or 10 Comp Days.

Parent/Legal Guardian Signature: Jane Doe Date: Today's Date