



# Montessori Children's House, Inc.

## Weekly Program Schedule

Week of: \_\_\_\_ / \_\_\_\_

( ) this week only

( ) new original

Child's First Name:

Child's Last Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In order to accommodate all children in our program, your child's hours must be scheduled and paid for in advance. All schedules and payments must be turned in by Wednesday at 6pm of the week prior to the week of care. Staff is scheduled based on the number of children in each program on any given day, so advance notice of attendance is a necessity. If your schedule changes weekly, you must fill out a new schedule every week. If your schedule is static, you may check the "new original" option at the top of the page and this will be your standard schedule. This method allows all families to have some flexibility in scheduling the hours they need care, as well as allowing us some staff flexibility. Once your schedule is turned in, you may change your hours *if we have available space*. 24 hour notice of schedule changes is appreciated. Late fees will be assessed as follows:

- There will be a \$10 charge for any schedule not turned in on time
- A \$5 late charge will be assessed for every 15 minutes late picking up your child before 6pm (this charge will be waived if you call to let us know you will be late)
- There will be a \$5 per minute late charge for every minute after 6pm that your child remains at Montessori (this charge will not be waived under any circumstances)

\*\*\* Please note that all children except infants **must** be present for class by 9am and should be scheduled accordingly.

Any questions about these policies should be directed to Lisa or Krista. Thank you for your cooperation.

	Date	Time in	Time out	Time in	Time out	Total daily hours
Monday	/	:	:	:	:	
Tuesday	/	:	:	:	:	
Wednesday	/	:	:	:	:	
Thursday	/	:	:	:	:	
Friday	/	:	:	:	:	

Total Weekly Hours: \_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)