

IPFW CHILD CARE CENTER
SCHEDULE CHANGE/ABSENCE POLICY

Scheduling of children and staff at a child care facility is a complicated process. Due to the need of the center to schedule the proper number of staff, as well as the uncertainty of filling short-term vacancies, **it is necessary for you to pay for all hours scheduled whether or not your child is in attendance, unless you have turned in a schedule change card a week prior to the requested change. (Please read further.)**

Please read our guidelines for schedule changes carefully, then sign and return with your other forms.

All schedule changes must be turned in by the close of the Center on Friday during the week prior to the requested change. These requests must be completed on the pink schedule change cards which are readily available in our lobby. Requests may also be made by phone, provided it is completed by the above deadline.

A reduction in scheduled hours will not be granted unless requested in accordance with the above procedure. In this case, all regularly scheduled hours will be billed whether or not the child is in attendance.

Please note: Your child’s schedule will automatically be cancelled for **Finals Week in the Fall and Spring Semesters.** By the close of the Center on the Wednesday before Finals Week, you will need to turn in the requested times needed for child care. If no child care is needed during Finals Week, do nothing, as your schedule will already be cleared.

Occasional Care: If you are designated as an occasional care user (a child who is in attendance at the Center less than once per week), please be aware that once reservations are made during any given week, you will be charged, whether the hours are used or not.

Parents are welcome to call ahead on short notice to request extended hours. If staffing is adequate, children will be permitted to attend.

I, _____, have read and agree to abide by the stated scheduling
(your name)
policies.

Child’s Name _____

Parent’s Signature: _____

Child’s Name _____

Child’s Name _____

Date _____

(White, Center copy: Yellow, parent copy)