

Peace Childcare Learning Center (PCLC)

Fall Schedule Update / Enrollment

Starting August 30th, the 2021-22 School year will begin and for some of you that means your schedules will be changing. **Everyone who needs childcare after August 30th must return this sheet by August 11th. PCLC will confirm your schedule by August 24th.** New enrollments will need to fill out additional paperwork.

On the table below please indicate your child(ren)'s childcare schedule from August 30th through June 8th.

NAME	AGE	ATTENDED PCLC	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(Example) John Smith	4 YRS		NONE	7:00 – 4:00	6:30 – 5:00	6:30 – 5:00	6:30 – 5:00
		<input type="checkbox"/> NEW to PCLC <input type="checkbox"/> Returning to PCLC <input type="checkbox"/> Not returning					
		<input type="checkbox"/> NEW to PCLC <input type="checkbox"/> Returning to PCLC <input type="checkbox"/> Not returning					
		<input type="checkbox"/> NEW to PCLC <input type="checkbox"/> Returning to PCLC <input type="checkbox"/> Not returning					
Additional Scheduling Information:							

Changing Your Schedule During the School Year

- Email Annette Miller: a.miller@peaceantigo.org or submit a paper copy to Annette or the Main Office. Forms located on childcare table.
- Changes to schedule must be submitted by noon on the Thursday prior to the week of care.
- Changes to the schedule made after Thursday noon will be charged an additional \$10.00 per child or charged the scheduled amount.
- Remember to change your schedule if you are planning any vacations or will be absent for an appointment, fieldtrip, etc.

Billing

- Billing is based on the schedule you provide.
- If your child(ren) will be absent, please call the main office (#100) by 9:00 am. You can use one of your sick days. See Parent handbook for information.
- Any changes to the schedule made after Thursday will be charged an additional \$10.00 per child.
- No shows will be charged for that day.
- Weekly rotating schedules will be charged a minimum of 3 full days.

Please see the Peace Childcare Learning Center Handbook for all our policies and procedures.

Annette Miller ~ Childcare Director
 Peace Childcare Learning Center (PCLC)
 715-623-2200 #300
a.miller@peaceantigo.org

