

CCFL Child Care Proposed Weekly Attendance Schedule for Temporary Placement and Retention Applications

This resource includes all of the weekly attendance schedule information required as part of a temporary placement or retention application. Please use if you wish.

FACILITY NAME

DATE

Be sure to include the child(ren) named in your request in the weekly schedule.

Name of Child	Date of Birth (dd/mm/yyyy)	Age of Child (yy/mm)	Days and Time Present Record the days and times that each child will be in attendance (e.g. 1-4pm)						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<i>Sample: Jane Smith</i>	<i>13/04/2012</i>	<i>3 yrs 6 mos</i>	<i>8-4</i>	<i>8-4</i>	<i>8-4</i>	<i>8-4</i>	<i>8-4</i>		
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
		Total number of children in attendance each day							