



Little Badger Christian Preschool

A ministry of Faith Baptist Church

Dear Parents:

So that we can keep accurate daily records for each child, we have developed a new system/procedure regarding arrival and departure times.

We realize that some of you have the same schedule each week, and some of you have schedules that change from week to week. We are asking everyone to begin this new system by filling out this form.

There is a line on the bottom of this form where you can indicate that your schedule is always the same, and the child's days and hours at preschool will not change. If we see this indicated, you will NOT need to provide us with this form each week. If there ever comes a time when you need to make a change, you may get one of these forms to fill out for the week you want to make a change. Forms will be available either at the preschool desk, or in the basket hanging on the wall behind the desk.

For those who do have changes from week to week, please pick this form up at the preschool desk, fill it out and return it to us by Friday, for the upcoming week.

SCHEDULE FOR (student name) _____

Week of _____

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------------|--------|---------|-----------|----------|--------|
| Arrival Time | | | | | |
| Pick-up Time | | | | | |

_____ **My child's schedule will be the same each week going forward. If there is a week in the future in which I need to make a change, I understand that I must fill out this form and turn it in no later than the Friday before the new week. These forms will always be available at the preschool desk, or in the basket hanging on the wall behind the desk.**

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