



# VALLEY VIEW Learning Center

## Total Scheduled Hours Verification

Valley View Learning Center requires all publicly-funded families to turn in an official work/school schedule.

- Your contracted hours must match your schedule.
- You may add a maximum of one-half hour for travel time each day.
- You are required to sign a new contract and provide a new schedule anytime your hours change.
- Job and Family Services has authorized you for a category of hours: hourly (0.25-6.9 hours); part-time (7-24.9 hours); or full-time (25- 60hours). However, you must continue to follow your official scheduled and contracted hours.
- VVLC will not provide care for hours beyond those on your signed contract. If you need additional hours within your authorized maximum, you must first provide a new official work/school schedule and sign a new contract before attending extra hours.
- Failure to follow this policy will result in termination of child care services with Valley View Learning Center.

Parent's Name: \_\_\_\_\_

Work/School Location: \_\_\_\_\_

Total Hours Scheduled/Contracted: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_