

Date Received: \_\_\_\_\_

Application #: \_\_\_\_\_

Received By: \_\_\_\_\_

Verified By: \_\_\_\_\_

## Highland Rim Economic Corporation Head Start

### Verification for Full Day Services

The following Work or School Schedule Verification information must be completed and submitted before your child can receive extended hours.

Hours for Head Start children whose parents work or attend school will be determined prior to the first day of school. The majority of parent's work or school schedules will determine the classroom hours for the school year. Parents must report changes immediately in his/her schedule to their child's teacher or Family Advocate.

*The section below is to be completed by the employer or school personnel.*

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**Schedule Verification**

\_\_\_\_\_ works or attends school at \_\_\_\_\_  
Parent's Name (Business or School)

from \_\_\_\_\_ to \_\_\_\_\_ on the following days:  
(Time) (Time)

\_\_\_\_\_ Monday

\_\_\_\_\_ Tuesday

\_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday

\_\_\_\_\_ Friday

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\*Full Day services will be provided for one classroom only. Should you wish to be on the waitlist for full day services and a spot becomes available for your child then you child will be transferred into the full day class.