

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 below must be completed by work/school officials and submitted to the Family Advocate before your child can be added to the wait list for extended hours.

Hours for Head Start children whose parents work or attend school (both Primary and Secondary adults) are determined based on need. Your work or school schedule will determine the center hours for your child. A parent must report changes immediately in his/her schedule. Your child's center hours will be adjusted according to the new schedule.

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

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.