



ATTENDANCE SHEET

195 Montague Street, 4th Floor
 Brooklyn, NY 11201
 Tel: (718) 780-8700 Fax: (718) 222-1316
 Email: childcarefund@twulocal100ccf.org
 Website: www.twulocal100ccf.org

Name of TWU Member: _____

Name of School/ Provider: _____

TWU Member Pass #: _____

Contact Person: _____

Child's Name: _____

Address: _____

Child's Age: _____

Tel: _____

NEWBORN TO PRE-K- FULL DAY HOURS KINDERGARTEN AND UP- BEFORE & AFTER SCHOOL OR OVERNIGHT CARE HOURS

NOVEMBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 FROM - TO	28 FROM - TO	29 FROM - TO	30 FROM - TO	31 FROM - TO	1 FROM - TO	2 FROM - TO
3 FROM - TO	4 FROM - TO	5 FROM - TO	6 FROM - TO	7 FROM - TO	8 FROM - TO	9 FROM - TO
10 FROM - TO	11 FROM - TO	12 FROM - TO	13 FROM - TO	14 FROM - TO	15 FROM - TO	16 FROM - TO
17 FROM - TO	18 FROM - TO	19 FROM - TO	20 FROM - TO	21 FROM - TO	22 FROM - TO	23 FROM - TO
24 FROM - TO	25 FROM - TO	26 FROM - TO	27 FROM - TO	28 FROM - TO	29 FROM - TO	30 FROM - TO

TWU Member's Signature: _____

Provider's Signature: _____

Date: _____

Date: _____

TWU MEMBER: ORIGINAL WRITTEN attendance sheets are due December 15th in our office. DO NOT FAX OR EMAIL!
Attendance sheets must be mailed, walked in, or placed in Childcare Fund mailbox outside of office door (if closed). Attendance sheets can be printed from www.twulocal100ccf.org.
***** Licensed providers must submit an updated license once their license expires.**

WEEKLY BILLING SCHEDULE:

Attendance Sheet Month	Period (From/To)	Weeks
NOVEMBER	11/03/2024 - 11/30/2024	4
DECEMBER	12/01/2024 - 12/28/2024	4
JANUARY	12/29/2024 - 02/01/2025	5
FEBRUARY	02/02/2025 - 03/01/2025	4
MARCH	03/02/2025 - 03/29/2025	4
APRIL	03/30/2025 - 05/03/2025	5
MAY	05/04/2025 - 05/31/2025	4
JUNE	06/01/2025 - 06/28/2025	4
JULY	06/29/2025 - 08/02/2025	5
AUGUST	08/03/2025 - 08/30/2025	4

FOR BOOKKEEPING USE ONLY:

INVOICE DATE: _____ MONTHLY CONTRACTED AMOUNT: \$ _____ GROSS AMOUNT: \$ _____
 INVOICE #: _____ WEEKLY CONTRACTED AMOUNT: \$ _____ FICA AMOUNT: \$ _____
 NET AMOUNT: \$ _____