



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

OCTOBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
____ FROM - ____ TO 29	____ FROM - ____ TO 30	____ 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 31	____ FROM - ____ TO 1	____ FROM - ____ TO 2

TWU Member's Signature: _____

Provider's Signature: _____

Date: _____

Date: _____

**TWU MEMBER: ORIGINAL WRITTEN attendance sheets are due *November 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.**

BILLING SCHEDULE FOR MEMBERS USING THE WEEKLY CONTRACT:

Month	Period (From/To)	Weeks
OCTOBER	09/29/2024 - 11/02/2024	5
NOVEMBER	11/03/2024 - 11/30/2024	4
DECEMBER	12/03/2024 - 12/30/2024	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: \$ _____