



# ATTENDANCE SHEET

195 Montague Street, 4th Floor  
 Brooklyn, NY 11201  
 Tel: (718) 780-8700 Fax: (718) 222-1316

Name of TWU Member: \_\_\_\_\_

Name of School/ Provider: \_\_\_\_\_

TWU Member Pass #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name of child: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

**PLEASE LIST ONLY THE HOURS THAT OUR VOUCHER COVERS.**

DECEMBER 2020						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
____ FROM - ____ TO <b>29</b>	____ FROM - ____ TO <b>30</b>	____ FROM - ____ TO <b>1</b>	____ FROM - ____ TO <b>2</b>	____ FROM - ____ TO <b>3</b>	____ FROM - ____ TO <b>4</b>	____ FROM - ____ TO <b>5</b>
____ FROM - ____ TO <b>6</b>	____ FROM - ____ TO <b>7</b>	____ FROM - ____ TO <b>8</b>	____ FROM - ____ TO <b>9</b>	____ FROM - ____ TO <b>10</b>	____ FROM - ____ TO <b>11</b>	____ FROM - ____ TO <b>12</b>
____ FROM - ____ TO <b>13</b>	____ FROM - ____ TO <b>14</b>	____ FROM - ____ TO <b>15</b>	____ FROM - ____ TO <b>16</b>	____ FROM - ____ TO <b>17</b>	____ FROM - ____ TO <b>18</b>	____ FROM - ____ TO <b>19</b>
____ FROM - ____ TO <b>20</b>	____ FROM - ____ TO <b>21</b>	____ FROM - ____ TO <b>22</b>	____ FROM - ____ TO <b>23</b>	____ FROM - ____ TO <b>24</b>	____ FROM - ____ TO <b>25</b>	____ FROM - ____ TO <b>26</b>
____ FROM - ____ TO <b>27</b>	____ FROM - ____ TO <b>28</b>	____ FROM - ____ TO <b>29</b>	____ FROM - ____ TO <b>30</b>	____ FROM - ____ TO <b>31</b>	____ FROM - ____ TO <b>1</b>	____ FROM - ____ TO <b>2</b>

TWU Member's Signature: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

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

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

*\* TWU MEMBER ORIGINAL Attendance Sheets are due the 15th of the following month in our office. NO LATER!*

**Attendance sheets must be mailed or dropped in the Childcare Fund mailbox outside of the glass office door. DO NOT FAX OR EMAIL!**

**WEEKLY BILLING SCHEDULE:**

<u>Attendance Sheet Month</u>	<u>Period (From/To)</u>	<u>Weeks</u>
DECEMBER	11/29/2020 - 01/02/2021	5
JANUARY	01/03/2021 - 01/30/2021	4
FEBRUARY	01/31/2021 - 02/27/2021	4
MARCH	02/28/2021 - 04/03/2021	5
APRIL	04/04/2021 - 05/01/2021	4
MAY	05/02/2020 - 05/29/2021	4
JUNE	05/30/2021 - 07/03/2021	5
JULY	07/04/2021 - 07/31/2021	4
AUGUST	08/01/2021 - 08/28/2021	4

**FOR BOOKKEEPING USE ONLY:**

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