



# 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.**

MAY 2022						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
____ 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>	____ FROM - ____ TO <b>3</b>	____ FROM - ____ TO <b>4</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>
MAY	05/01/2022 - 05/28/2022	4
JUNE	05/29/2022 - 07/02/2022	5
JULY	07/03/2022 - 07/30/2022	4
AUGUST	07/31/2022 - 09/03/2022	5

**FOR BOOKKEEPING USE ONLY:**

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