

Request for Flex Care Schedule

Family Info	Parent/Guardian 1	Parent/Guardian 2
Full Name		
Occupation		
Email		
Daytime Phone #		

Eligibility: The Flex Care Schedule program is intended to support parents with shift work or changing schedules from one week to the next. Children 0 to 4 years of age, and families where both parents work non-standard shifts, will be given priority though requests for a school-age Flex Care Schedules will be reviewed on a case-by-case basis. To qualify, families must choose either a 3-day or a 4-day flex schedule - per program (i.e., infant, before school, after school), but the days of the week can change weekly based on the parents work schedules.

Please describe your family's work situation and need for a Flex Care Schedule?

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Child(ren) / Fee Information	Child 1	Child 2	Child 3
Child's Full Name			
Child's Age			
Current Program			
Fee Type	<input type="checkbox"/> Full Fees	<input type="checkbox"/> Full Subsidy	<input type="checkbox"/> Partial Subsidy
Payment Method	<input type="checkbox"/> PAD	<input type="checkbox"/> post-dated chq	<input type="checkbox"/> Other

By signing (or typing) my full name below, I acknowledge that my participation in this Flex Care Schedule program is based on my eligibility with respect to my/our work schedules. I agree to notify RisingOaks Early Learning Ontario should my work situation change and understand that it may disqualify me from the Flex Care Schedule program. RisingOaks acknowledges that once a child is approved for a Flex Care Schedule, it will do everything possible to continue to honour such a schedule until the child ages out of the RisingOaks' program and for so long as the family is eligible. If that is not possible, I acknowledge that RisingOaks will provide me with 45 days written notice of the end of such approval at which time I/we can determine any changes required to my/our child(ren)'s enrolment. I further acknowledge that a new Flex Care Schedule Request is required when my child transition from Preschool to Before/After School and it will be viewed as a separate application and with a separate approval process. I acknowledge that if my child is approved for a flex care schedule in Before & After School, it will be a minimum of 3 (or 4) days in each program.

Parent/Guardian's Signature

Date

Supervisor's Reviewed Stamp

PARENTS: COMPLETE THE SCHEDULE ON PAGE 2 BEFORE SUBMITTING THIS FORM.

Administration Use Only

Added to Sandbox on		Enrolment Set up?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tag Added?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by (Name, Date)		Tuition Override?	<input type="checkbox"/> Yes <input type="checkbox"/> No	JE note?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:					

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September 2025	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
October 2025			1	2	3	6	7	8	9	10 P	13 H	14	15	16	17	20	21	22	23	24	27 R-PL	28	29	30	31
November 2025	3	4	5	6	7	10	11	12	13	14	17 /PL	18	19	20	21	24	25	26	27	28					
December 2025	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 P	23 P	24 /P	25 H	26 H	29 C	30 C	31 C		
January 2026				1 H	2 C	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P
February 2026	2	3	4	5	6	9	10	11	12	13	16 H	17	18	19	20	23	24	25	26	27					
March 2026	2	3	4	5	6	9	10	11	12	13	16 P	17 P	18 P	19 P	20 P	23	24	25	26	27	30	31			
April 2026			1	2	3 H	6 PL	7	8	9	10	13	14	15	16	17	20	21	22	23	24 P	27	28	29	30	
May 2026					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29 /PL
June 2026	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
July 2026			1 H	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
August 2026	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				

Legend

H Statutory/Public Holiday (fees charged)

P PA Day care for JKK/School-age
/P half day care on Dec 24

PL RisingOaks' Professional Learning Day
/PL denotes half-day Professional Learning Session
(centre closing at noon)

C Closed, no fees charged

No JKK/School-age programs, no fees
(Infant, Toddler Preschool programs
open, with fees)

R-PL Region-Wide Professional Learning Day
(no fees; region will provide fee replacement)

For Flex Care Families:

Based on your work schedule(s), please highlight in yellow the days that you do require child care each week. To access the highlighter in Adobe Reader click on Tools, Comment.

Depending on your approval, a minimum of 3 or 4 days are required each week. For those in before and afterschool, the minimum must be met for each program (e.g., 3 days in before school + 3 days in after school).

If there are weeks that you do not require 3 days, additional days will be billed to meet the minimum requirement.

Child's Name

Centre

Program(s)