**Center Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consistent daily schedule for program hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must equal at least 6 hrs/day)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hrs. per day = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must equal at least 1,020 hrs)** **Head Start programming hours must fall between 7:30-4:30, unless prior approval has been received.**

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| --- | --- | --- | --- |
| **Staff Name**  | **Classroom** | **Days Scheduled to Work Weekly** | **Hours Scheduled to Work Daily** |
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**The Staffing Plan and Program Hours reflects 46 weeks of programming between September 6th, 2022 and August 18th, 2023. Home visits, parent orientations and enrollment meetings will take place during the weeks of August 21st and August 28th.**

**Please indicate the additional 4 no-pay weeks for the 2022/2023 contract year. Attach a yearly calendar which reflects the number of days offered with all closures noted.**

**No pay week #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No pay week #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**No pay week #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No pay week #4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orientation and Enrollment Week # 1: 8/21/23-8/25/23 Orientation and Enrollment Week # 2: 8/28/23-9/1/23**