

# Children's Castle EduCare

# Bi-Weekly TIMESHEET

Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Assigned Classroom: Kitten Monkey Kangaroo Giraffe Beaver Owl Floater Office

Week #1:	Date	OFF	Time In	Lunch Out	Lunch In	Time Out	Office Use Only	Holiday	Vacation	Sick	Personal	CI Mgr
Monday	___/___/___											
Tuesday	___/___/___											
Wednesday	___/___/___											
Thursday	___/___/___											
Friday	___/___/___											

Week #2:	Date	OFF	Time In	Lunch Out	Lunch In	Time Out	Office Use Only	Holiday	Vacation	Sick	Personal	CI Mgr
Monday	___/___/___											
Tuesday	___/___/___											
Wednesday	___/___/___											
Thursday	___/___/___											
Friday	___/___/___											

**Please do not write totals below. For office use only.**

## TOTAL HOURS WK #1

Regular \_\_\_\_\_

Planning \_\_\_\_\_  
(Lead Teachers Only)

Tot. Reg. \_\_\_\_\_

Sick \_\_\_\_\_

Vacation \_\_\_\_\_

Holiday \_\_\_\_\_

Personal \_\_\_\_\_

Overtime \_\_\_\_\_

## TOTAL HOURS WK #2

Regular \_\_\_\_\_

Planning \_\_\_\_\_  
(Lead Teachers Only)

Tot. Reg. \_\_\_\_\_

Sick \_\_\_\_\_

Vacation \_\_\_\_\_

Holiday \_\_\_\_\_

Personal \_\_\_\_\_

Overtime \_\_\_\_\_

## TOTAL HOURS BOTH WKS

Regular \_\_\_\_\_

Planning \_\_\_\_\_  
(Lead Teachers Only)

Tot. Reg. \_\_\_\_\_

Sick \_\_\_\_\_

Vacation \_\_\_\_\_

Holiday \_\_\_\_\_

Personal \_\_\_\_\_

Overtime \_\_\_\_\_

## Employee Suggestion Box

## Office Use Only

Childcare \_\_\_\_\_ Hrs Ki M Ka G B O =\$ \_\_\_\_\_

Childcare \_\_\_\_\_ Hrs Ki M Ka G B O =\$ \_\_\_\_\_

Staff Meeting \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Hrs \_\_\_\_\_

Signature: \_\_\_\_\_