

EC-Cares Service Break Schedule of Work for Classroom Aide

Name of Aide: _____

Site: _____

Regional Manager: _____

Classroom aide regularly paid by: Head Start EC-Cares
(during non-break work schedule)

Instructions: Regional Managers should complete this projected work schedule for any specialized classroom aides that will be needed to work during the EC-Cares break time. Attach this form to the reimbursement agreement and return to Carol Snead for authorization.

Date mm/dd/yy	Site Region		Hours Scheduled to Work		Notes
			Start	End	