Campus View
Out of School Club

TIME SHARING/SUBLET AGREEMENT FORM

☐ **TIME-SHARING** (long term sharing of a single CVOSC space by two different children of comparable ages)

As of _____ my child, _____
                         date   primary child name

will be sharing our registered space with _____.
                                                                      secondary child name

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☐ SUBLETTING (temporary placement of a child not in the program for a period of time until the child originally occupying the position returns from an absence from CVOSC)

As of _____ my child, _____
                      date   primary child name

will be subletting my CVOSC space with _____
                                                                  secondary child name

for the duration of _____.

My child _____ will be returning to CVOSC
                            primary child name

on _____.
              date

PRIMARY PARENT

I have read the time share and subletting agreement policy in the CVOSC policy and procedure manual. As the parent of the primary child, I know I will have primary responsibility for the child care space where I am responsible for monthly fees and division of child care days. If the secondary parent withdraws from the program, I will be responsible for the full monthly fee. I also understand that I am responsible to provide the Program Supervisor in writing no later than the first of each month, with a detailed schedule outlining which child will be attending which days for the entire month and that no changes are permitted after the schedule has been submitted.

Primary Parent Name	Primary Parent Signature	Date

SECONDARY PARENT

I have read the time share and subletting agreement policy in the CVOSC policy and procedure manual. As the parent of the secondary child, I understand that I must provide the program with a registration fee and registration forms and with doing so, this does not give my child an allocated space for yearly continuing registration. I also understand that if I want to withdraw from this agreement I must follow CVOSC's withdrawal process by completing a withdrawal form and giving one month's notice.

Secondary Parent Name	Secondary Parent Signature	Date

Manager	Manager Signature	Date