

Manning Regional  
Child Care Association

# Manning Regional Child Care Association



## Confirmed Hours Process

- Please fill out this form with your monthly schedule and email directly to the Supervisor, Yuko Kotera at [mrccaprogrammanager@gmail.com](mailto:mrccaprogrammanager@gmail.com) on or before 12:00 on the 20th of each month. (780-836-0547)
- Yuko will confirm your fee and payment can be e-transferred to the above email before the last Wednesday of the month.
- She will forward confirmed hours to the Provider.
- Your space at your Provider's is not confirmed UNTIL we receive your Parent Confirmed Hour Sheet and payment.
- Please do not bring your child to the Providers home until your space is confirmed. Providers have been instructed to not accept any child until we have received the Confirmed Hour Sheet and payment.
- There are no refunds for cancellations for regular or drop-in.

Thank you, if you have any questions, please contact office: 780-836-2588.