



Parent Duty Preference Intake Form

1. Download and complete this form.
2. Save it as: Child's Name Duty Days.pdf
3. Email the completed form to your class representative.

1 Family and class

Parent or family last name

Number of children in this class

Class

- ☐ Toddler ☐ Nursery ☐ Pre K

2 Pre K duty schedule

Pre K only. Choose balanced rotation or one fixed weekly duty day.

- ☐ Balanced rotation ☐ Every Monday ☐ Every Tuesday ☐ Every Wednesday
☐ Every Thursday

A fixed-day family covers that weekday each week and skips the other rotations.

3 Preferred duty days

For Pre K, complete this only when Balanced rotation is selected. Skip it for a fixed day.

- ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

4 Date requests and conflicts

Special request dates

Preferred dates. Use MM/DD and separate dates with commas.

Blackout dates

Unavailable or sibling-duty dates. Use MM/DD, comma separated.

5 Additional comments

Share any scheduling detail the class representative should consider.