



Mentee Weekly Schedule

Name:	County:
Week of:	Year:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Comments
Time first child arrives								
Time last child arrives								
Snack and meal times								
Rest Time								
Overnight (only 16 hours) ***								
Conferences or meetings with parents								
Meetings with Regulatory Specialist/Food Program								
Field Trips								
Planning time when children are not present								
Trainings or workshops								

*** When the Home Provider apprentice is required to provide child care beyond normal working hours, only 16 hours/per day may be credited and recorded to the term of apprenticeship, on-the-job training log. (See "Standards of Apprenticeship for Home Providers in WV", by USDOL/BAT.