



Vibrant Futures Shift Form Instructions

1. A shift means you claim more than your licensed capacity for any meal/snack. If this occurs, you must submit a shift form with your menu showing capacity was met for each shift.
2. Fill in the full name of each child enrolled. Include the full names of your own children if they are under age thirteen and approved to be claimed. Writing the in/out times on the shift form for each child is encouraged, but not required.
3. Shade in the time each child arrives (in) to the time they depart (out).
4. If a child goes to school, preschool, etc., for part of the day and then comes back, shade in only the time the child is in your care. For example, a child arrives at 6am and goes to school at 7:45am. The same child returns at 3:15 until 5:00pm. Shade in from 6:00 until 7:45am and again from 3:15 until 5pm. See # 5, Kitten Kat (6-7:45a - 3:15-5p).
5. If you indicate specific dates/days, we can only use that shift form for that month/day. Your menu must match the shift form and Child Enrollment Forms that have been submitted to us.
6. Please call your CACFP Specialist if you have questions.

Name:																														
License Number:																														
Circle Days of the Week:																														
M T W Th F Sa Su		SHADE ACROSS TO SHOW EACH CHILD'S SCHEDULE																												
Child's Name		6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	
1 Tabby Tone (8:30a -2p)																														
2 Puppy Patter (8:30a -2p)																														
3 Critter Cup (5:30-7:45a)																														
4 Doggy Dougy (6-7:45a)																														
5 Kitten Kat (6-7:45a - 3:15-5p)																														
6 Guinea Gust (7:45 a - 5:30p)																														
7 Snake Gust (8-5:30p)																														
8 Pounce Puppies (11a-5p)																														
9 Birdie Puppies (3:15-5p)																														
10 Tame Turtle (7:45a - 5:30p)																														
11 Willy Whale (7:30a-5:15p)																														
12 Guppy Jets (6:45a - 4p)																														
13 Meow Calico (6:30a-7:15a)																														
14 Ribbit Munchie (6:30a-7:45a)																														
15 Barker Pups (6a-7:45a /3:15p-5p)																														
16 Leaper Lizards (6a -2pm)																														
17																														