

Respite Scheduling Tool

Helpful hints to consider when developing your request...

- Remember everyone who can spend time with your child both paid and unpaid
- Respite Contractor fees can be negotiated for example:
 - Consider a flat rate for overnight or weekend
- Plan supports according to your family situation
- Review your plan regularly
- If your family experiences a crisis situation, you should call your local service agency to determine if additional support is available

Regular weekly respite

Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs	Total hours
# of hrs	# of hrs	# of hrs	# of hrs	# of hrs		# of hrs x 52 weeks

Regular weekend respite

Saturday	Sunday	Total hours per weekend	Total hours
# of hrs	# of hrs		# of hrs x 52 weekends

Additional respite for summer (over and above regular weekly respite)

Monday	Tuesday	Wednesday	Thursday	Friday	Total hours per week	Total hours
# of hrs	# of hrs	# of hrs	# of hrs	# of hrs		# of hrs x 10 weeks

Additional respite for Christmas (over and above regular weekly schedule)

Monday	Tuesday	Wednesday	Thursday	Friday	Total hours per week	Total hours
# of hrs	# of hrs	# of hrs	# of hrs	# of hrs		# of hrs x 2 weeks

Additional respite for March Break (over and above regular weekly schedule)

Monday	Tuesday	Wednesday	Thursday	Friday	Total hours per week	Total hours
# of hrs	# of hrs	# of hrs	# of hrs	# of hrs		# of hrs x 1 week

Other (PD days, stats, exam days, medical appointments...)

Number of hours/day	Number of days	Total hours	Total hours
# of hrs	# of days		# of hrs x # of days

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Total hours		Respite Contractor Fees		Total yearly funding

Should you have questions or would like support please feel free to call your local service agency: