



## EXTRA TIME REQUEST FORM

Parents enrolling their child for part-time attendance may occasionally require extra care. If extra time is needed, requests must be submitted at least 24 hours in advance to the child's Lead Teacher and approved by the director. Requests that do not compromise the established child-to-staff ratios are honored when possible.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Classroom

will need extra time on \_\_\_\_\_ (date).

I understand that the request will be granted based on space available in the classroom.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date of Submission

**FOR CLASSROOM USE ONLY**

Attended:  YES  NO

\_\_\_\_\_  
Teacher's Signature

**FOR DIRECTOR USE ONLY**

APPROVED

NOT APPROVED. Reason: \_\_\_\_\_

\_\_\_\_\_  
Director's Signature

**PLEASE REMIT PAYMENT AS PER FOLLOWING:**

The fee for extra time is based on the daily rate for your child's age group.

DAILY RATE \$ \_\_\_\_\_

NUMBER OF DAYS ATTENDED \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Please remit the balance due by \_\_\_\_\_