

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. 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:

APPROVED **Attended:** YES NO

NOT APPROVED **Reason:** _____

Teacher's Signature _____
Date

FOR BILLING PURPOSES ONLY:

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

DAILY RATE \$ _____

NUMBER OF DAYS ATTENDED _____

TOTAL BILLED \$ _____

Management Signature _____
Date