



Additional Child Care Request

HOLD

Add requests are given on a space available basis. This form is official upon approval by a supervisor and cannot be cancelled after processing.

Today's Date

Time of Request

Child's Full Name

Parents Name

Telephone

Voice Number 650 340-1289 / Fax Number: 650 340-1315

Please Select Classroom

Infants: \$13.00

Toddlers \$11.70

Preschool and Pre K \$10.40

Sea Stars

Sea Lions

Dolphins

Stingrays

Blue Whales

Jellyfish

Sea Horses

Sun Fish

Sea Turtles

Preschool 4

Request for a New Day *(Parents will be charged a full hour for each request.)*

Date:	Start Time:	AM PM	End Time:	AM PM	Total Hours:
Date:	Start Time:	AM PM	End Time:	AM PM	Total Hours:

Request for Change in an Existing Schedule

Request for Arrival Change *(Parents will be charged a full hour for each request.)*

Date:	Scheduled Time:	AM PM	New Time:	AM PM	Total Hours:
Date:	Scheduled Time:	AM PM	New Time:	AM PM	Total Hours:
Date:	Scheduled Time:	AM PM	New Time:	AM PM	Total Hours:

Request for Departure Change *(Parents will be charged a full hour for each request.)*

Date:	Scheduled Time:	AM PM	New Time:	AM PM	Total Hours:
Date:	Scheduled Time:	AM PM	New Time:	AM PM	Total Hours:
Date:	Scheduled Time:	AM PM	New Time:	AM PM	Total Hours:

Office Use Only

Total Hours X \$ **Total Fees Due**

Approved **Not Approved**

Confirmed with Parent **Left Message** **Date** **Confirmed with Class** **Yes**
No

