Additional Child Care Request HOLD UNTIL _____

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

Please Circle Classroom

Infants: $18.26/ ☐ Sea Stars ☐ Jellyfish

Toddlers: $16.46/hr. ☐ Sea Lions ☐ Sea Horses

Preschool and Pre-K: $14.66/hr. ☐ Dolphins ☐ Stingrays ☐ Blue Whales ☐ Sun Fish ☐ Sea Turtles

Request for a New Day (*Time charged will be rounded up to the next 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 (*Time charged will be rounded up to the next 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 (*Time charged will be rounded up to the next 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**