



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: \$17.25/hr.

Toddlers: \$15.55/hr.

Preschool and Pre-K: \$13.85/hr.

Sea Stars

Sea Lions

Dolphins

Stingrays

Blue Whales

Jellyfish

Sea Horses

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
_____	_____	_____	_____	_____	_____