

EXTENDED HOURS REQUEST FORM

PARENTS:

Please submit this form to your child's Directress at least 48 hours prior to the date of the request.

We will bill you an hourly fee of \$10.00 per hour. This fee is assessed in hour increments and will be based on the number of hours that your child(ren) is (are) here beyond their normal schedule.

You will be notified ONLY if space is **not** available.

***Parents – a sack lunch with a drink must be provided by the family if child is staying later than normal pick-up time.**

Child's Name _____

Directress' Name _____

Date form completed _____

Date Extended Hours are needed _____

Early Arrival

Time that child(ren) will arrive: _____

Late Pick-up

Time that child(ren) will be leaving: _____

Parent Signature _____

- _____ Home Room Directress' initials
- _____ Infants – Pat McFarlane
- _____ Enrichment – Bridget Ranalli-Friend
- _____ Pre-Primary AM Request – Carol Kopan
- _____ Elementary AM Request – Anita Scavelli
- _____ Pre-Primary PM Request – Jennifer Cooper
- _____ Toddler Request – Sue Reagan
- _____ Toddler Request – Melissa Hissong
- _____ Elementary Request – Stephanie Liotti
- _____ Elementary PM Request – Bridget Ranalli-Friend
- _____ Business Manager – Sara Charleston