

ADD-A-DAY REQUEST FORM

Please put in request as soon as possible.

(1-2 weeks prior, if possible)

Space is limited in some classrooms.

****Approval is based upon availability****

Today's date: _____

(Child's name)

Requested date to be added: _____

OFFICE USE ONLY

Classroom: _____

Daily Rate: _____

Approved by: _____

Date added into Pro Care: _____

Initials: _____

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