



REQUEST FOR PRE-ARRANGED TEMPORARY EXTENDED CARE

In order to arrange for temporary extended care, parents must request approval of the request one school day in advance. This is necessary to confirm that adequate space is available for your child in their classroom for this temporary extended care time. We will do our best to accommodate your request based on our scheduled staffing and the required limitation to class size this school year.

Please email your completed form to tccoffice@libertycorner.org one school day in advance of your requested time. For example, if you are requesting an earlier start time of 7:30 am for Wednesday, please send the request by Monday evening.

A fee of \$12.00 per hour will be charged to your account for extended care based on your request.

Please Note: any parent picking up their child after closing (4:30 pm) will be charged \$36 per hour, based on ¼-hour increments.

- * Once requested, you will be responsible for the amount due whether or not the time is used.
- * Please complete ONE form per family.

Today's Date: _____

Child's Name: _____

Class: _____ Instructor: _____

Contracted Days of Care: M TU W TH FRI

Contracted Hours of Care: _____ to _____

Requested Date(s) of Extended Care: _____

Requested Hours of Care: _____ to _____

TCC OFFICE USE ONLY

Received in Office On: _____ Approved by: _____

Total time _____ x \$ _____ /hr x _____ days = \$ _____

Teacher Notified: _____ (date) Staff Signature: _____

HiMama Billing Entered: _____ (date) Staff Signature: _____

HiMama Roster Updated: _____ (date) Staff Signature: _____