

EMU CHILDREN'S INSTITUTE

EXTRA DAY REQUEST/ADDITIONAL TIME

** Please note: Extra days can be accommodated only if space is available. Please submit the request 24 hours in advance of the date needed. Any differential in tuition for the current month is due upon receipt of your new statement. A new statement will be sent to you for your convenience. Please submit a separate form for each week that you are requesting extra time for.

Today's Date _____

Month and Date(s) Needed _____

Child's Name _____ Class Room _____

Parent/Guardian's Name _____

Phone Number _____ Email Address _____

Please indicate the additional days/or time you wish to add beyond your child's regular schedule.

Days	7:30-1:00 Includes Breakfast and Lunch Young Preschool Preschool, and Pre-Kindergarten	7:30-5:30 Includes Breakfast Lunch and Afternoon Snack	1:00-5:30 Includes Afternoon Snack Additional Time	7:30-8:30 GSRP Only	4:00-5:30 GSRP Only
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Parent/Guardian's Signature _____ Date _____

Institute Signature _____ Date _____

OFFICE USE ONLY:

Amount Due _____

Date Entered _____

Initialed _____