## MCCC Children's Center EXTRA HOURS REQUEST FORM

Extra hours require the approval of the Director.

Child's Full Name and Date of Birth:		
Today's Date:		
Day of week and date requested:		
Time slot requested:		9-12 noon 12-1 pm 3-4 pm 4-5 pm
Discounted hourly rate for MCCC Students: \$7.25 over 3 yrs., \$7.75 under 3 yrs.  Hourly rate for MCCC Faculty and Community: \$9.25 over 3 yrs., \$10.75 under 3 yrs.  1. 48 hour weekday advance notice required for above rates, otherwise see #3. 2. You will be notified if this request is NOT approved. 3. Late pick-up/Emergency requests will be billed at \$15 an hour. At closing time the charge is \$15 plus \$1 per minute.  4. No refunds, cancellations or date/time changes for Extra Hours.  5. If no payment is attached, your account will be charged.		
White: Business Office Yellow: Children	's Center	Pink: Parent/Guardian
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<ul> <li>6. 48 hour weekday advance notice requipments.</li> <li>7. You will be notified if this request is.</li> <li>8. Late pick-up/Emergency requests with the charge is \$15 plus \$1 per minute.</li> <li>9. No refunds, cancellations or date/tim.</li> <li>10. If no payment is attached, your accordance.</li> </ul>	NOT approved. ll be billed at \$15 a e changes for Extra	an hour. At closing time  a Hours.
Parent/Guardian Signature	Date	Phone Number

Pink: Parent/Guardian

White: Business Office

Yellow: Children's Center