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: 7:45-9 am___ 9-12 noon___ 12-1 pm___
1-3 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.**

Parent/Guardian Signature Date Phone Number

White: Business Office *Yellow: Children's Center* *Pink: Parent/Guardian*

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: 7:45-9 am___ 9-12 noon___ 12-1 pm___
1-3 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.

6. **48 hour weekday advance notice required for above rates, otherwise see #3.**
7. **You will be notified if this request is NOT approved.**
8. **Late pick-up/Emergency requests will be billed at $15 an hour. At closing time the charge is $15 plus $1 per minute.**
9. **No refunds, cancellations or date/time changes for Extra Hours.**
10. **If no payment is attached, your account will be charged.**

Parent/Guardian Signature Date Phone Number

White: Business Office *Yellow: Children's Center* *Pink: Parent/Guardian*