



DROP IN CARE REQUEST

Twenty-four (24) hours' notice **must** be given to request drop in care. Drop in care may be arranged providing adequate staffing and program enrollment allows. This form must be completed in full and submitted to the Center Director. Drop in care will not be considered if twenty-four (24) hours' notice is not given.

Drop in care must be paid for upon arrival – otherwise the drop in care will not be provided.

Center _____

Child(ren)'s Name(s) _____

Date of drop in care requested _____ Arrival Time _____ Departure Time: _____

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

Date form was received by Center Director _____

_____ Yes, drop in care can be provided

_____ No, drop in care cannot be provided. Comment _____

Parent was notified by Center Director on _____ at _____, via:
Date Time

_____ Telephone _____ Email _____ On Site

Notes _____

Director Signature _____ Date _____