



Temporary Extra Days

Child's Name: _____ Room: _____ Date: _____

Your child's days can not be swapped, however you are able to request an additional day which will be granted assuming there is space in the room on that day/s.

Additional Day/s Requested (Please circle)

Monday Tuesday Wednesday Thursday Friday

Date/s that additional day is required for: _____

Signature: _____

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Office Response Form

Child's name: _____

- Your request for an extra day has been granted and an additional day/s has been added to your account**
- We are unable to grant your request for an extra day/s at the moment due to high numbers in the room. You are welcome to call on the morning of your requested day to see if another child is away and you are able to take their position for the day.**

Signature _____ **Date:** _____