

Add – A – Day Request Form

If you wish to add a day to an existing schedule, you must complete and submit this form to the DK Director **at least 48 hours in advance**. This will help us ensure that we have space available and sufficient staffing to accommodate your request. *Add-A-Days will not be honored without prior approval from the DK Director.* **Any request received less than 48 hours in advance will be denied.**

Submission Date:

Parent's Name:

Phone Number:

Child's Name:

Child's Classroom:

Requested Date:

Parent's Initials:

For Office Use:

Request approved

Request denied

Director's Signature: