



Vacation Request Form for Families

Full Day & Half Day Full Year Preschool/Pre-K Programs

Families enrolled in this program are allowed **3 vacation weeks at 50% OFF** their weekly rate. After a period of 3 months enrollment families are eligible for vacation.

- Vacations are given **yearly January-December for Full Day**
- Vacations must be taken on consecutive days, where your child(ren) does not attend the center.
- Vacation Request Forms must be submitted 2 weeks prior to be granted vacation.
- Vacation credits do not carry over.
- Vacations are per family, not per child.
- Tuition balance must be current to receive vacation credit.

Please note the Center is closed 1 week in August & December. Families may use these weeks as vacation weeks.

Half Day School Year Preschool/Pre-K-Program

Families enrolled in this program are allowed **2 vacation weeks at 50% OFF** their weekly rate. After a period of 3 months enrollment families are eligible for vacation.

- Vacations are given school year **September-June for Half Day**
- Vacations must be taken on consecutive days, where your child(ren) does not attend the center.
- Vacation Request Forms must be submitted 2 weeks prior to be granted vacation.
- Vacation credits do not carry over.
- Vacations are per family, not per child.
- Tuition balance must be current to receive vacation credit.

Please note the Center is closed 1 week December. Families may use these weeks as vacation weeks.

Please Complete Information Below

Today's Date _____ Center (Please Circle) **Pembroke, Halifax, Kingston, Plymouth**

Parent's Name: _____

Child's Name: _____

Child's Classroom: _____ Days Child Attends: _____

Vacation Request Dates: _____

OFFICE USE ONLY

Vacation Approval	Dates of Vacation	Director Initials	Account Department Initials
Vacation 1 YES / NO			
Vacation 2 YES / NO			
Vacation 3 YES / NO			