

Vacation Request Form For Families

Vacation Weeks:

- ★ If you are enrolled in a **12 Month Full Day Program**. (This program runs all year). *Families are allowed 2 (two) weeks vacation credit at 50% Off weekly tuition during this time (January thru December) after a period of 3 months enrollment.*
- ★ If you are enrolled in the **10 Month Full Day Program** *1 (one) week of vacation credit given at 50% off weekly tuition rate. (only valid until 6/1/2020)*

- *Vacations must be taken in consecutive days, where your child(ren) do not attend the center.
- *Vacation Request Forms must be submitted in writing 2 weeks prior to be granted vacation.
- *Vacation credits do not carryover.
- *Tuition balance must be current to receive vacation credit.
- *Vacation credit are per family not per child.

**Please note the Center is closed 1 week in August. Families may use this week as one (1) of their vacation weeks.*

Today's Date _____

Parent's Name: _____

Child's Name: _____

Child's Classroom: _____ Days Child Attends: _____

Vacation Request Dates: _____

Office Use Only

First Vacation: _____

Approved: Yes No

Second Vacation: _____
(if applicable)

Director's Initials: _____

Bookkeeper's Initials: _____