

Vacation Request Form For Families

Vacation Weeks:

★ **Full Day & Half Day Preschool Programs**

Families enrolled in these programs 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 are given September-June for Half Day
- Vacations must be taken in 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 carryover.
- 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 and 1 week in December. Families may use these weeks as 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: _____

Director's Initials: _____

Third Vacation: _____

Bookkeeper's Initials: _____