

Vacation Request Form for Families

★ **Full Day & Half Day Full Year Preschool/Prek 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**
- Family vacation is based on enrolled days and must be taken consecutively within same week 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 & December. Families may use these weeks as vacation weeks.

★ **Half Day School Year Preschool/Prek-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 **September-June for Half Day**
- Family vacation is based on enrolled days and must be taken consecutively within same week 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 December. Families may use this week as a vacation week.

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: _____ (*Full Year Programs*)

Bookkeeper's Initials: _____