



## Notification of Vacation or Other Absence

**(Notification must be made two weeks in advance of absence)**

Child(ren) name(s) \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
(First day of Vacation) (Last day of Vacation)

Total of \_\_\_\_\_ days to be used      Return to the Center on \_\_\_\_\_

Vacation Tuition Credit:       will be used       won't be used

### **Vacation Time Policy:**

Full Time = 2-week vacation tuition credit (taken in consecutive 5-day increments)

Part Time = 1-week vacation tuition credit (based on Child's scheduled weekly days)

Full-time Status must be maintained for 90 consecutive days and is not interchangeable with a part-time schedule. If unsure of vacation time available, please ask the front office. Vacation credits must be used within the school yr., beginning August 1st -July 31st and will not carry over to the following year.

Please speak with the Director in case of family emergencies and unavoidable circumstances in which a two-week notice is not possible.

Parent/Guardian

Print name \_\_\_\_\_

Parent /Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_