

Vacation Request Form

Today's Date _____

Child's Name _____
(Please use a separate form for each child)

Vacation Dates _____
(Must be a complete contract week)

Parent Signature _____

Vacation requests are due 2 weeks in advance

The contract year is September through August.

Children enrolled before January 1st are eligible for 1 week of vacation.

Children enrolled after January 1st are not eligible for a vacation credit until the next contract year.

Vacation credits must be used before the end of the contract year.

Do not write below this line

Office Use

_____ You have qualified for a vacation credit!

A credit of \$ _____, equal to 1 week
tuition for _____

will be applied the week of _____

_____ You are not eligible for a vacation credit.

_____ You must take one full week of vacation.
(Monday through Friday)

_____ Your vacation credit for this contract
year was applied on _____

_____ You are not eligible for a vacation credit
this contract year. See above.