

# 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 1<sup>st</sup> are eligible for 1 week of vacation.

Children enrolled after January 1<sup>st</sup> 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 \_\_\_\_\_

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\_\_\_\_\_ 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.