



## Vacation Request Form

Childs Name: \_\_\_\_\_ Room Enrolled: \_\_\_\_\_

My child will be on vacation for the following dates:

Week of Vacation: \_\_\_\_\_

Return Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Vacation Policy:**

- Parents Must Provide A 2 Week Advance Notice In Writing
- One-Week Vacation Allowance After One Year
- Vacation Discount Within 1<sup>st</sup> Year – 50% Off Full Posted Rate
- School Teachers – Extended Allowances May Apply (See Director)

### **For Office Use Only:**

Students Enrollment Date: \_\_\_\_\_

Approve [  ]      Deny [  ]

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit/Discount Given: \_\_\_\_\_