

# Vacation Request Form

My child \_\_\_\_\_ will be on vacation beginning \_\_\_\_\_ and will return to school on \_\_\_\_\_. I understand that my child is entitled to 2 weeks vacation during a one-year period once my child has been enrolled for at least 16 weeks. Once I have exceeded the 2 weeks I will be responsible for payment of the full tuition for any other time off. I also understand that if I have not requested vacation time in writing at least 2 weeks in advance I may still be charged the full tuition.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

School Use Only

- Vacation Approved-no charge
- Vacation Not Approved-Reason: \_\_\_\_\_

Director's Initial's: \_\_\_\_\_

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