



# VACATION REQUEST

Child's Name: \_\_\_\_\_

Vacation Dates: \_\_\_\_\_

Please check one:     I will be using half tuition credit     I will be using full tuition credit

*Note: Each family has 10 half-day credits or 5 full day credits available per year*

Please check one:

- Please apply vacation credits to this request.
- I have vacation credit available, but choose not to use it at this time.
- I do not have a vacation credit available but just wanted you to know of my child's absence from the classroom.

***Please remember that your account balance must be paid in full by the Friday before you go on vacation, or no vacation credit will be credited to your account.***

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

Office Use Only: Vacation Credit given: _____ Available days remaining: _____ Ineligible for vacation credit: _____
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