



Parent Vacation Request

We Love Kids Vacation Policy:

All vacation requests must be submitted to the office in writing at least one week prior to your intended vacation week. Failure to do so will result in full payment regardless of attendance. Vacation may not be taken early, cannot be carried over from year to year, and must be taken Monday through Friday and not a day at a time.

This is construed to mean that you may take your child out of the center for one week (Monday – Friday) each year and you will not be responsible for tuition during this week.

Example: A child enrolling in the preschool program in August 2006 is not due a week of vacation until August 2007. Only one week of vacation can be taken in a calendar year. If the week is not used, it is forfeited.

We Love Kids Vacation Request

We wish to inform you that my child, _____, will be taking a week of vacation, effective _____. Unless notified otherwise, I will utilize my vacation credit for this week and will not send my child to school.

Signature of Parent/Guardian

Date

 Approved

Rejected, Not due vacation until _____

Director/Assistant Director

Date