



Vacation Request

Each calendar year your child(ren) can receive ONE WEEK of vacation. This is one week of Daycare or Preschool you don't have to pay for! However, your child must actually be on vacation (not in attendance at school). You may use this all at once or you may use it a day at a time. In order to give the business office adequate time to stop your payment from being drafted, we ask that you fill this form out and return it to your child's teacher or the Daycare/Preschool office no later than TWO WEEK prior to your scheduled vacation.

DATE SUBMITTED: _____

Name of Parent/Guardian: _____

DATE(S) OF VACATION: _____

Student(s) Name(s): _____

Signature: _____

Today's _____

Signature of Director: _____

Date _____

OFFICE USE ONLY

Business Office Received by: _____

Date: _____

FACTS adjustment entered: ____ Date of Adjustment: _____

Date of Payment affected: _____

Summercare ____ Daycare/Preschool ____