



# K2/K3/K4 2019-2020 Vacation Request

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Preschool tuition (\$6500) includes 48 weeks of instruction with 2 built in closure weeks. Two additional vacation weeks are available if requested. If vacation time is not requested off, a charge of \$130 per week will be applied to your account.

Please complete the following and return to the main office.

My child, \_\_\_\_\_ will be taking the Vacation Week selected below.

**Winter Vacation Week**  
December 30<sup>th</sup> thru January 3<sup>rd</sup>

**Spring Break Vacation Week**  
March 16<sup>th</sup> thru March 20<sup>th</sup>

I understand:

- Each child is allowed two weeks of vacation time, per school year, for which payment is NOT required. Vacation time resets in August with the start of each school year.
- Vacation time must be requested in writing at least two weeks in advance.
- Vacation weeks must be used in weekly increments, even if taken in conjunction with school holidays.

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