



# Infant/Toddler Vacation Request

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Preschool tuition (\$8,640) includes 48 weeks of instruction. Two vacation weeks are available if requested. If vacation time is requested off, a credit of \$180 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**

**Spring Break Vacation Week**

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 in order to receive a credit on the account.
- Vacation weeks must be used in weekly increments, even if taken in conjunction with school holidays.

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