



# Preschool K3/K4 (no VPK) 2022-2023 Vacation Request

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Preschool tuition includes 48 weeks of instruction. Two vacation weeks are available if requested. If vacation time is requested off, a credit equivalent to your weekly rate, 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 19<sup>th</sup> thru December 23<sup>rd</sup>

**Spring Break Vacation Week**

March 13<sup>th</sup> thru March 17<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 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 \_\_\_\_\_