



Preschool Infant/Toddler K2/K3 2023-2024 Vacation Request

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**
January 2nd thru January 5th

☐ **Spring Break Vacation Week**
March 18th thru March 22nd

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 _____