



K2/K3/K4 Vacation Request

Preschool tuition (\$6960) includes 48 weeks of instruction. Two vacation weeks are available if requested. If vacation time is requested off, a credit of \$145 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 _____