

**PLAY & LEARN CHRISTIAN CHILD CARE**  
**CLIENT VACATION REQUEST FORM**

1. A child enrolled yearlong at the Center is allotted five vacation days per year, whereby the tuition rate is one-half of the normal rate.
2. A child must be enrolled six consecutive months before being eligible for vacation time.
3. Vacation time is per school year from September 1<sup>st</sup> to August 31<sup>st</sup> each year.
4. Vacation time cannot be accumulated from year to year.
5. Vacation must be taken a full week at a time (Monday-Friday).
6. You must notify the Director in writing at least two weeks in advance when you are planning to take your vacation for the half-price weekly rate to apply.

**NAME(S) OF CHILD(REN):**

\_\_\_\_\_

**DATES REQUESTED:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

\_\_\_\_\_  
**PARENT'S / GUARDIAN'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\*\*\*\*\* **OFFICE USE ONLY** \*\*\*\*\*

	<u>DATE</u>	<u>INITIAL</u>
AMOUNT TO CREDIT		