



## Vacation Request Form

For the 2019-2020 fiscal year each family is allotted one week of vacation. Each family will receive the amount of days that your child(ren) is contracted for. (ex. If child(ren) attends one day per week, you will receive one day. If child(ren) attends five days per week, you will receive five days to be used all at once or individually). The days must be used when a child will be absent from care and cannot be used when a child is present. Vacation time can be used for illness related absences. Though we understand that not all vacation time can be planned for, we ask that this form be filled out with as much advance notice as possible.

Child(ren)s Name: \_\_\_\_\_

I would like to use \_\_\_\_\_ days of my allotted vacation time

Date(s) of vacation: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date