PRESCHOOL VACATION REQUEST FORM

This form is only valid in the Preschool program. The child must have been continually enrolled for 12 consecutive months in order to receive the vacation week credit. Credit will be applied directly to the account equal to one week of billed tuition. You cannot split the days. If you are ineligible for the time requested the account manager will notify you. The child is not required to be absent from school in order for you to take advantage of this opportunity.

Date Submitted: _____

Child's Name: _____

Child's Teacher: _____

Child's Start Date: (*If known*) _____

Parent's Name: _____

Vacation Week Requested: From _____ To _____

To Be Completed by Office Staff Only:

Date Received: _____

Received By: _____

Status: ◯ Approved ◯ Denied: Why: _____

Date Credit Applied to Account: _____