



Reservation Credit / Vacation Request Form

Student's Name: _____

Reservation Credit Policy

Tuition is not credited for absences, however, for no more than two calendar weeks a child is absent, the tuition fee can be reduced with a reservation credit. The reservation credit is equal to 50% of the regular tuition amount. The reservation credit is given for situations when a preschool child is unable to attend and requires approval. No more than two (2) reservation weeks per year are allowed. The reservation credit can not be used if a 30 day withdrawal notice is given.

I would like to request a Reservation Credit for:

☐ **1st week** _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

☐ **2nd week** _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

Vacation Policy

A vacation of one or two weeks may be taken during the months of July and August. Tuition is prorated during a vacation but advance notice of at least one (1) day must be given and can not be during a 30 day withdrawal period. During the scheduled winter and spring breaks, daycare is offered for no additional charge when registered in advance. If a family would like to take a vacation and not pay in the months of September through June, we recommend submitting a withdrawal notice on our form thirty (30) days prior to the vacation to withdraw from the program (withdrawals are not excepted when enrolled in the elementary program). Placement can not be guaranteed upon returning but no additional enrollment fees will be charged.

I would like to have the following week(s) for vacation:

☐ **1st week** _____

Parent Signature: _____ Date: _____

☐ **2nd week** _____

Parent Signature: _____ Date: _____