

Request for Vacation Tuition Waiver – 2023

***Must be submitted minimally 3 weeks prior to vacation or will not be considered**

Valid vacation dates: January 1, 2023 - December 31, 2023

Child's name _____

Classroom _____

Vacation start date (Monday) _____

Vacation end date (Friday) _____

Policy Requirements to use the waiver:

- Child is eligible for a waiver after 3 months of continuous enrollment.
- Request must be submitted three weeks prior to vacation start date & cannot be used in the final two weeks of enrollment in the program or will forfeit 2 week deposit.
- Vacation must be five consecutive days (a typical Monday-Friday schedule) to qualify for tuition waiver. Cannot be broken up over multiple weeks.
- Tuition will be waived for the week of the request.
- Submitting this request forfeits your spot in the classroom for the dates indicated above. (Child cannot be present this week).
- Any changes to this request must be submitted in writing and classroom availability is not guaranteed.

Parent Signature _____

Date _____

€ Approved

€ Denied

€ Not submitted three weeks in advance

€ Is not a consecutive five days of Monday-Friday

€ Is within final two weeks of enrollment

€ Child has not been enrolled for at least three months

€ Other: _____

Administrative Signature _____

Date _____

For office use only: please initial

Date received _____ by _____

Schedule adjusted _____

Schedule noted _____

Classroom copy _____