

Vacation Day(s) Request Form

I _____ am requesting that the following day(s) off will have vacation day(s) applied to them for the following children.

- _____
- _____
- _____
- _____

Requested Day(s) off: _____

Parent's Signature: _____

Once the form is completed please place it in the black tray on the parent info table. Based on the new policy all day(s) off must be requested in advance, and in writing. In the event your child is sick and you want to use a vacation day you must report it to the office by phone or e-mail. Please report all vacation day(s) by 9:00 a.m. the day of.

By notifying us in advance this helps us adjust staff accordingly. We thank you for your cooperation with this policy.