

**Parent Request for One Week Vacation**

Families are allowed to request one week of vacation per year after their child has been enrolled for one consecutive year. Two weeks written notice is required prior to approval. Your child may not attend the center during your one week vacation. One full year must elapse between vacation requests.

I, \_\_\_\_\_, am requesting a one week vacation for my child(ren), \_\_\_\_\_, during the week of: \_\_\_\_\_.

I understand that my child may not attend during this week.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

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*For Office Use Only*

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

Reason if denied \_\_\_\_\_

\_\_\_\_\_  
Date

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