



Vacation and Time off Form

Child Name _____

Today Date _____

Vacation Weeks: Please Circle **1 week or 2 weeks.**

Please note prorate is a max of two weeks. Please note only two weeks of proration will be granted once a year.

Date of vacation _____

Date return from vacation _____

Please note that you either use the vacation or summertime off; you cannot use both in a year.

Summer Time off

Month taking off: June, July OR August

Date of return from summertime off: _____

Summertime off is only granted for ONE month a year in the summer'

June-August. You must pay the registration and reservation fee to hold your space for fall.

We cannot prorate the middle of the month. Our year is January to December. Not the schools calendar year.

Thank you,

Child Care Director
Adetayo Ilori A.