



**ADVENTURES
IN LEARNING**
CHILDREN'S CENTERS

Infants, Preschool & School Age Programs

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Vacation Credit Request

For every six months of continuous attendance, one week may be designated as a vacation week at a reduced rate of 50% provided your account is current and the vacation time off request has been submitted in writing a minimum of two weeks prior to the actual time off. The vacation time must be used in 5 consecutive business day intervals. If the 5 days occur over a 2-week period and the child attends part of each week, the regular tuition rate will be charged for one week and the second week will be designated as a vacation week. A vacation credit may not be used concurrently with any other credit, promotion or during your child's final 2 weeks of attendance.

Parent or Guardian's Name

To be eligible you must be able to answer yes to all of the following:

Is this request a minimum of two weeks prior to the actual time off? Yes No

Has your child been attending continuously for at least 6 months? Yes No

Has it been at least 6 months since you last used vacation credit? Yes No

Is your account paid in full and current? Yes No

Child's name

Classroom

Hot Lunch Lunch from home

Vacation request dates (5 consecutive week days):

Start Date _____ End Date _____

 _____
Parent/Guardian Signature

Date

FOR OFFICE USE

Received by (Staff signature)

Date

Enrollment Date: _____
Prior Vacation credit used: _____
Approved: Yes - credit\$: _____
Week Posted: _____
Eligible again on or after: _____
 No - Will be eligible for vacation credit on
or after: _____

Complete/Updated (staff initial): _____
Confirmed with parent _____
Computer _____ Roll Sheet _____
Teachers _____