**Request for Vacation Tuition Waiver – 2024**

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

Valid vacation dates: January 1, 2024 - December 31, 2024

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Administrative Signature Date

For office use only: please initial

Date received \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_

Schedule adjusted \_\_\_\_\_\_\_\_

Schedule noted \_\_\_\_\_\_\_\_

Classroom copy \_\_\_\_\_