

# ***ASHLAND CHILDCARE CENTER, LLC***

## **Notification of Vacation or Other Absence**

As outlined in the Ashland Childcare Center Parent Handbook, families are entitled to one week of vacation per calendar year during which tuition fees are waived. We understand the importance of taking time off for family vacations and rest, and we are pleased to offer this benefit to our enrolled families.

Please complete the form below to request your vacation week and submit at least two weeks prior to the first effective date.

Once submitted and approved, your child's tuition fees for the designated week will be waived.

Parent/Guardian Information:

- Parent/Guardian Name(s): \_\_\_\_\_
- Child's Name: \_\_\_\_\_
- Child's Classroom: \_\_\_\_\_
- Contact Email: \_\_\_\_\_
- Contact Phone Number: \_\_\_\_\_

Vacation Week Request:

- Requested Vacation Week (Start Date): \_\_\_\_\_
- Requested Vacation Week (End Date): \_\_\_\_\_

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

Date \_\_\_\_\_

Directors Signature \_\_\_\_\_

Date \_\_\_\_\_