

## Parent Request Form



Child's Name: \_\_\_\_\_

### We are requesting:

\_\_\_\_\_ **Vacation**

Dates on vacation: \_\_\_\_\_

*Please indicate if you would like to use any available remaining vacation credit toward these days off. Yes, we would like to use vacation credit: \_\_\_\_\_*

*No, we will pay regular tuition rate: \_\_\_\_\_*

\_\_\_\_\_ **Schedule Change (Full Time/Part Time)**

Explanation: \_\_\_\_\_

\_\_\_\_\_ **Add-a-day**

We would like to add for this day: \_\_\_\_\_

\_\_\_\_\_ **Final Notice (4 week notice)**

Last Day: \_\_\_\_\_

\_\_\_\_\_ **Address or Telephone Change**

New information: \_\_\_\_\_

Signed: \_\_\_\_\_

\*Return to Early Childhood Center office.