

KIDDIE ACADEMY[®]

EDUCATIONAL CHILD CARE

Vacation Notice Form

Each child enrolled at **Kiddie Academy of Morrisville** will receive one free week per year for vacation purposes. The following rules apply:

- The child must have been enrolled at **Kiddie Academy of Morrisville** for at least 12 months to be eligible for the free week of vacation.
- You have notified the Director prior to the absence by filling out a “**Vacation Notice**” form and giving it to management at least two weeks before the vacation will be taken.
- Your child is absent all 5 days in a single week (Monday – Friday). The child must be absent the entire week for the free week to be allowed. Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.
- The maximum of five (5) vacation week notices is not yet met for the requested week.

If the above rules are met, please complete the following information:

Child name: _____

Parent name: _____

First Day of vacation: _____

Last Day of vacation: _____

Parent Signature: _____ Date: _____

----- FOR OFFICE USE ONLY -----

Received by: _____ Date: _____

Approval Date: _____ Initials: _____