

The Friends Academy

Student Vacation Request Form

Student Name:
Classroom: Place a check mark by your child's classroom
Infants _____ One Year Olds _____ Two's _____ Three's _____ Fours/ VPK wrap _____

Vacation Dates Requested: _____ Sick Time Requested: _____

Beginning Date: ____/____/20____	Ending Date: ____/____/20____	Total days:
-------------------------------------	----------------------------------	-------------

- The Vacation Calendar year begins each January 1.
- Vacation dates should be requested at least two weeks prior to date.
- One week is allowed per year at no charge they may be taken together, apart, on separate days, or in lieu of sick days.
- Closed 5 days the week of Christmas (No payment required)
- Full time: 5 vacation days per year
- VPK Wrap 5 Vacation days per school year (Newly enrolled only)
- Part time 2 days a week (Tuesday & Thursday): 2 vacation days per year
- Part time 3 days a week (Monday, Wednesday, Friday) : 3 vacation days per year
- Holiday weeks and or school closure days are considered full weeks and tuition should be paid accordingly.

If you choose to have a holiday as a vacation day please fill in this form and return it to the tuition box.

Sick Policy:

The First day your child is out sick, you are required to pay full daily price (Each subsequent day half of daily price) Part-time students are not eligible.

Vacation Day: Exceptions Enrollments after July 1st:

July 1st- September: 5 days' vacation credit will be issued for the remainder of the year. (Full time students only)

Part time students: Tuesday & Thursday; 2 days. Monday, Wed, Friday: 3 days for the remainder of the year.

After October 1st – No vacation credit will be issued until the next calendar year

Summer Vacation or a leave of Absence: Spaces are not guaranteed, if a child is off for a period of time the first week will be credited as your vacation. Those that enroll for only the summer will receive no vacation credit.

OFFICE USE ONLY: FLOCS Certified #4982 Administrator _____ Date: _____ Revised 2020
