



Childcare Center LLC

Family Vacation Request Form

Vacation Policy

Each family enrolled gets vacation/sick days after being enrolled for six months and additional vacation/sick days every six months after that. The amount of vacation granted will be equal to the amount of time normally scheduled at the Center in a week. If scheduled full time, you receive five days of vacation/sick time after six months of continued enrollment. If scheduled three days per week, you receive three days of vacation/sick time after six months of continued enrollment. Vacation can be carried over into the next six months but if it is not used within one year, it will be lost. Vacation request form needs to be filled out and put in the payment box.

When you wish to use your "earned" vacation time, simply fill out one of these forms and drop it in the check box on the front table.

Today's Date: _____

Child's Name: _____

Please apply the following "earned" vacation time for the dates listed below:

- _____
- _____
- _____
- _____
- _____

Parent Signature

Date