

VACATION WEEK FORM

Every family actively enrolled in RCELC's **Full-Time** care programs for one full year, will be eligible for one FREE VACATION WEEK. "Actively enrolled" is defined as uninterrupted attendance for one full year. "One full year" is calculated as 365 days from the child's first day of attendance.

VACATION WEEK STIPULATIONS:

- FREE VACATION WEEKS are not applicable to children in the School-Age program.
- Children enrolled in the School-Age summer program will only pay for the weeks in attendance.
- Your child should not be in attendance at RCELC during any portion of that week.
- In order to utilize a FREE VACATION WEEK, parents must fill out the top portion of this form. This form must be completed and submitted to the Financial Director 2 weeks prior to utilizing the FREE VACATION WEEK. If this form is not completed and submitted to the Financial Director prior to the utilization of the FREE VACATION WEEK, it will be deemed that proper notice was not given, and full payment will be required.
- Families receiving subsidy funding must communicate schedule changes to their caseworker.

Today's Date (MM/DD/YYYY)	Classroom
Child's Name	Parent/Guardian Name
Last day of attendance (MM/DD/YYYY)	
First day back in attendance (MM/DD/YYYY)	

Office Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments	
<input type="checkbox"/> Confirmation given to family	on: ____/____/____	by: _____
<input type="checkbox"/> Entered into Procure	on: ____/____/____	by: _____
<input type="checkbox"/> Entered into Tadpoles	on: ____/____/____	by: _____
<input type="checkbox"/> Information given to Classroom	on: ____/____/____	by: _____

