



Vacation Request Form

- Vacation request forms **must** be completed and returned at least **two weeks** before the requested vacation days.
- You receive one vacation week per child each calendar year.
- Vacation requests must be for consecutive days (Monday –Friday) and cannot split up.
- Vacation requests do not apply to school aged children.

Child's Name: _____

Class _____

Child's Name: _____

Class _____

Child's Name: _____

Class _____

Name of Parent Requesting Vacation: _____

Date of Requested Week: _____ Date Submitted: _____

Director Approval: _____ Date Approved: _____