

Through a Child's Eyes

Child's Vacation Week Request

SAMPLE

Date: _____ (Request was turned into the office)

As parent/guardian of _____, I would like to request one (1) free week of vacation from **Through a Child's Eyes** for the:

Week of: _____

I understand that I must fulfill **all** of the following **requirements** in order for my child to be eligible for this free week of vacation (please check and sign):

- YES NO. My child has been enrolled continuously for 2 years.
 YES NO. My written request is two weeks prior to the vacation.
 YES NO. My child will not be in attendance that free vacation week.
 YES NO. My child has not taken a vacation within the last 12 months.

Parent Signature

Print Name

Date

Director Signature

Approval Date

Office Use Only

Date of last vacation: _____

Director Approval: _____

Week Approved for Vacation

Student

Accountant received copy: _____ Date