



Early Childhood Education Since 1981



Vacation Schedule

CHILD'S NAME _____ CENTER _____

VACATION: WEEK OF _____

VACATION POLICY– Full time children receive an annual maximum “vacation or planned absence” credit of 15 days. Part-time children receive vacation credit equivalent to 3 weeks of their regular part-time schedule. Vacations must be taken in consecutive days within a week. In order to receive vacation credit, parents must provide written notice to the center director at least (30) days prior to absence. The calendar year for vacation credits run September 1 through August 31. Children must attend the full 12 months to receive maximum vacation credit. Vacation credit is prorated as follows per calendar year: one week vacation is earned for each four month enrollment period. For children who leave before August 31, advanced vacation credit will be added back onto their final bill.

PLEASE SUBMIT THIS FORM TO YOUR CENTER DIRECTOR OR MAIL TO THE ACCOUNTING OFFICE AT 200 CAMP HILL ROAD, FORT WASHINGTON, PA 19034.

PARENT SIGNATURE _____ DATE _____