



2018 Summer Programs



Vacation Day Request

Children who are enrolled for the **entire** summer are *allotted one week of vacation time* based on their scheduled days (i.e. enrolled five days per week receive five days of vacation credit). Please inform the EC office in writing **two weeks** in advance of which week/days you will be using for vacation time by completing the Vacation Day Request form. Your account will be credited at the conclusion of the summer program.

- Program: Full-Day Pre-K Summer Camp
- Summer Kids' Club (Pick A Week Option is not eligible for vacation time)

Child's Name _____ Room _____
(Teacher or Color)

Schedule: Monday Tuesday Wednesday Thursday Friday

We will use our vacation allotment (number of days checked above) on the following dates:

In turning in this form **with a two-week notice**, I will be credited for the days listed above at the conclusion of the summer if my child is enrolled for the **entire** summer program. I also understand that lunch credits for vacation days will be processed at the conclusion of the summer program upon request.

Parent's Signature

Date

For office use

- Attendance
- EZ Care