

Messiah Lutheran Child Care Center Summer Vacation Form

To assist us in our staffing and bookkeeping, we request a **two-week notice** be given for your child's vacation from school. Our vacation policy is provided at the bottom of this form for your review.

Please complete the form below:

Child's Name: _____

Vacation Dates: Check off the days that your child will be absent and indicate the date on the line to the right of the day. If your child will be absent for more than two weeks, please note additional dates on the extra lines below. *Please see below.

<u>Week 1</u>	<u>Week 2</u>
<input type="checkbox"/> Mon. _____	<input type="checkbox"/> Mon. _____
<input type="checkbox"/> Tues. _____	<input type="checkbox"/> Tues. _____
<input type="checkbox"/> Wed. _____	<input type="checkbox"/> Wed. _____
<input type="checkbox"/> Thurs. _____	<input type="checkbox"/> Thurs. _____
<input type="checkbox"/> Fri. _____	<input type="checkbox"/> Fri. _____

Additional Vacation Dates:

(parent's signature)

(today's date)

Policy for vacation time:

*One (1) week's vacation time will be allowed at 50% tuition during the **summer** program if a **two-week advance written notice is given**. Any additional vacation time will be at full tuition rates. Any vacation time taken without the two-week written notice will be billed at full rates. In order to retain you child's spot at Messiah, all vacation tuition must be paid prior to the vacation.

During the school year (September - June), **no discounts** will be given for days absent, vacation days, illness, holidays, teacher institute days or emergency closings (due to weather, electricity or water problems, etc.)