



## Vacation Notification Form

Two week's annual vacation per school year is allowed for Full-Day children only.  
*Half-Day and Mother's Morning Out programs do not qualify for unpaid vacation.*

Vacation time can only be used when a child is *NOT* present at the school. A two week advance written notice of your intent to take vacation is required. Vacation weeks must be utilized in calendar week increments. Vacation may not be utilized during the last two weeks of the enrollment period. Vacation may not be used for a withdrawal notice requirement or as a credit towards tuition. Full tuition applies for all other weeks.

Today's Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Dates of Vacation Week(s) from DIA: \_\_\_\_\_

Do you pay tuition with Automatic Bank Draft? YES NO



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