Notification of Vacation Schedule

ALC Vacation Policy:

Tuition is due for each week of the calendar year. With **two (2) week's notice** to office personnel; Children enrolled in the Infant, Toddler, Preschool, and Pre-Kindergarten programs will be given two weeks of vacation credit per calendar year. *(Full-time 10 days; part-time = amount of days attend in two weeks)******

Children enrolled in the School Age program will be given one week of vacation credit during the school year. *(Full-time 5 days; part-time = amount of days attend in a week)* Summer Camp enrollment for School Age children is on a weekly basis. Parents assume financial responsibility only for the weeks they register for. Selection of weeks must be completed by each center's camp enrollment deadline.*****

Please be advised that my child(ren) _____

will be on absent from _____ to _____.

_____ I will be taking these days as vacation days.

_____ I will not be using my vacation days at this time. I understand that my weekly tuition will be unchanged.

Parent Signature: _____

Today's Date: _____

*****Prorated as year progresses: according to days/week