

OFFICIAL REQUEST TO USE VACATION WEEKS/DAYS

Currently, KinderHaus allows families to request two free vacation weeks reflecting their current contracted schedule. A full time student would get 10 days of vacation, or two weeks of their schedule. A part-time student (just as an example, Monday-Wednesday-Friday) would get two free weeks of their current schedule, or a total of 6 days. To be clear, the vacation week reflects the weekly days currently enrolled.

Please note that your first year of enrollment may reflect a prorated amount of days from your start date to the end of the calendar year, rather than the full two weeks. After the first year, the normal schedule above would take effect as described. *For further clarification, see the Parent Handbook where the vacation policy is described.

In order to have the vacation policy applied to your tuition, **you MUST complete the following form and return it to the KinderHaus office**. If we are not notified by you officially, the regular full charge will be applied. Please take a few moments to complete the form below. I understand if I do not submit this form ahead of the time we will be away on vacation, vacation rates will not be applied.

Children's Names: _____

Classes: _____

We are requesting vacation days/weeks for the following dates:

_____ TO _____
Month/Day/Year Month/Day/Year

_____ TO _____
Month/Day/Year Month/Day/Year

_____ Date
Parent/Guardian Signature

_____ Date
KH Office Staff