



## Vacation Day Request Form

Children enrolled at Spartan Child Development Center accrue vacation days for a period of 12 months from September 1 until August 31 of each calendar year. For children entering the Center after September 1, vacation days will be prorated for the number of full months of enrollment. Vacation days are not carried over to the next year, and any unused days will be forfeited.

**Child's Name:** \_\_\_\_\_ **Classroom:** \_\_\_\_\_

**Date(s) to be credited to my account:** \_\_\_\_\_

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**Parent (Guardian) Signature**

**Date**

**Vacation Days are earned at the following rates:**

- Children enrolled full-time, full-days, 5 days a week earn half (1/2) a day each month
  - Maximum number of days accrued in a 12 month period is six(6)
- Children enrolled part-time, 2 or 3 days a week, or half-day earn a quarter (1/4) a day each month
  - Maximum number of days accrued in a 12 month period is three(3)

**Vacation Days may only be used for days that your child will not be in attendance, but the Center is open**

- Vacation Days may not be applied to previous months
- A credit equal to one day's worth of tuition will be applied to your tuition account for each vacation day (or fraction thereof) that has been accrued
- The credit is based upon your child's regular daily rate
- Your child must not be in attendance at SCDC for any part of the day in order for a vacation day to be used

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**For Office Use Only**

**Teacher notified**       **Billing updated**

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Spartan Child Development Center is a non-profit development facility which does not discriminate in membership or employment based on race, color, creed, sex or national origin of the applicant.