



**FAMILY VACATION NOTIFICATION**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Days of Regular Attendance (circle)      Monday      Tuesday      Wednesday      Thursday      Friday

First Day of Absence: \_\_\_\_/\_\_\_\_/\_\_\_\_      Last Day of Absence: \_\_\_\_/\_\_\_\_/\_\_\_\_      # of Days: \_\_\_\_\_

Requesting Vacation Credit     No                       Yes      If yes,  1 week credit       2 weeks credit

**Vacation Credit Policy:**

ScuttleBugs CDC offers families a two week per calendar year vacation leave who have been enrolled for at least 3 months. A credit of 50% off the regular tuition for the two weeks will be issued. To be eligible to receive this discounted rate we require 14 days written notice of planned vacation leave. This discount will only be applied in weekly increments (2 x 1 week periods or 1 x 2 week period).

Accounts are not eligible for vacation credits during the last month of enrollment. In the event where a family submits a withdrawal notice after a vacation credit has been issued, the credit will be reversed.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_