

VACATION / Emergency EXTENDED ABSENCE NOTICE

In accordance with Parent Handbook & Financial policies, I am providing two weeks' advance notice* of my child's (family's) intent to be absent the following consecutive dates / full week(s):

I understand I am entitled up to two weeks of "vacation" credit after six months of attendance* for which no tuition is due when two weeks' advance written notice is given.

*The 6 months restarts after any drop in attendance / Written notice given within 2-week window is ½ rate if eligible, same week notice no discount.

Extended illness or family emergency that results in my child's absence for one entire week with physician verification will be considered at the discretion of the office.

Child's Name: _____ Parent's Signature: _____

Date: _____ 20 _____

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