

Gateway Baptist Church Child Development Center

Parent Vacation Request

If your child is enrolled full time for 12 consecutive months and your account is current, you will receive a tuition credit equal to five days, to be used to hold your child's place in his / her classroom while your child is absent for vacation or illness. Thereafter, you will earn a credit equal to five days at the conclusion of each period of 12 months that your child is enrolled full time and you maintain your account to our satisfaction. Tuition credits earned must be used for days that your child is absent for vacation or illness, and cannot be carried over from year to year. These credits cannot be applied against tuition owed for days that your child is in attendance at the center.

This request must be submitted two weeks prior to your vacation.

Family Name: _____ Date: ____/____/____

Vacation Requesting

For One Day:

Date: ____ / ____ / ____

For Two Or More Days:

Dates: ____ / ____ / ____ thru ____ / ____ / ____

Parent Signature

Director's Signature

For Office Use Only

Enrollment Date: ____ / ____ / ____

Eligible _____ Ineligible _____

Reason: _____

Vacation Days Remaining: _____