

Family Vacation Request

Each family is allowed one (1) week vacation from the center with unpaid tuition after 1 full year at BOTS Too. You may use this week 1 time per contract year if the following two(2) criteria are met:

- Families are enrolled in our year round academic program either part time or full time.
- Families do not have any tuition balance due

❖ Vacations must be taken in one week increments Monday - Friday (i.e. not Wednesday - Wednesday)

❖ Parents must give written notice of vacation two weeks in advance. If two weeks' notice is not given, you will be charged for the week. Failure to pay for this week may result in termination of care

❖ A leave of absence from the center without tuition payment for any reason will no longer allow you to be eligible for the free vacation week

When you wish to use your vacation week, simply fill out one of these forms and submit it to the front office

Name of Child: _____

Please apply the following vacation credit for the week listed below:

Date of vacation request: _____

Parent's Signature: _____ Date: _____

**Please submit this form at least 2 weeks before days are to be applied.
Thank you!**