



Vacation Request Form

I, _____, parent of _____, who attends Kids Club 360 at _____, would like to use 5 consecutive days of vacation time for the dates of (insert dates)_____.

This will serve as my one week notice to use vacation days for the timeframe given.

I understand that I am only allotted 5 consecutive days of unpaid vacation time per school year and this is dependent upon approval from the Finance Department to ensure that the requested vacation days are available for use. If I have used all of my vacation days for the school year, I understand that I will be responsible for my normal fee, per the Payment Schedule. I also understand that I cannot use vacation days for termination/withdrawal dates simultaneously.

I have provided my email address for confirmation of my vacation request:

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Finance Approval: _____ Date: _____