

Ruby's Academy Preschool & Childcare

Vacation Request Form



According to the Ruby's Academy annual Enrollment Agreement, the vacation policy is as follows:

Vacation Weeks: During the 12 month contract agreement, 2 weeks may be designated as vacation weeks. Payment is not required for these weeks provided your Ruby's Academy account is current. Students must be enrolled three months prior to receiving vacation leave. The vacation time can't be used one day at a time; it must be used in 5 consecutive business day intervals. One week may be used between the months of September and December, the other the months of January and August. Ruby's Academy needs to have the vacation time *off* request submitted in writing two weeks prior to the child taking the actual time *off*.

Please fill in the following information to request vacation time-off from Ruby's Academy.

Child's Name: _____

Child's Classroom: _____

Ruby's Academy Account is Current (circle one): **yes** **no**

Vacation Request (dates): _____

Parent's Signature: _____

Today's Date: _____

Office Use Only:

Approved: **yes** **no /** **Remaining Vacation Days:** _____

Director's Signature: _____

Date: _____