



# Child Care Vacation/Schedule Change Request Form

**This form must be submitted to the director two weeks prior to request needs**

Child's Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Classroom: \_\_\_\_\_

Please check the appropriate box, we **DO NOT** credit for added days, past days, or sick days.

Option 1 Request for Vacation

I wish to use \_\_\_\_\_ of my allotted vacation days and receive credit for the following dates:  
(vacation days may be used if child care is closed for a holiday).

DATES: \_\_\_\_\_

\*\*Approved based upon contracted vacation days available.

Option 2 Notice of Child's Absence

My child will be absent on the following date(s), **OR** I do not wish to use my vacation days at this time.

DATES: \_\_\_\_\_

Option 3 Request for Change to Normal Schedule (switching days for holidays is not permitted)

I request the following change, (i.e. drop-off and pick-up times) to my child's normal schedule:

\_\_\_\_\_

Kindergarten Only: I am requesting full day childcare on the following dates due to no kindergarten in the Central Bucks School (additional \$20.00 per day).

DATES: \_\_\_\_\_

After School Only: I request full day childcare on the following dates due to Central Bucks School closing (additional \$25.00 per day).

DATES: \_\_\_\_\_

I request a half-day of childcare on the following dates due to early dismissal (additional \$20.00 per day).

DATES: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Vacation Days Used:** \_\_\_\_\_

**Vacation Days Remaining:** \_\_\_\_\_

**Form July 2020**