

Vacation Credit Form

Vacation credit days must be taken consecutively (1 week at a time) and any unused vacation credits will be forfeited at the end of each year. All vacation credits must be submitted in writing to the office a minimum of **two (2) weeks** prior to the requested vacation dates.

*After one year of enrollment, **part-time** (2-5 days a week, enrolled for only the school year **OR** 2-4 days a week, enrolled year-round) children are entitled to a 1-week vacation credit.

*After one year of enrollment, **full-time** (5 days a week, enrolled year-round) children are entitled to a 2-week vacation credit.

Child(ren) that will be absent from child care:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

My child(ren) will be absent from UPCCC starting ____/____/20____ and will return on ____/____/20____.

Please check:

- I want to use vacation credits for my child(ren)'s absence.

- I do **NOT** want to use vacation credits for my child(ren)'s absence.

Parent/Guardian Signature

Date

Director's Signature

Date