



Vacation Schedule

CHILD'S NAME _____ CENTER _____

VACATION: WEEK OF _____

VACATION POLICY– Full-time children receive an annual maximum vacation or planned absence credit of 15 days, which must be taken in five or more consecutive days. Part-time children receive vacation credit equivalent to 3 weeks of their regular part-time vacation credit. Parents must provide written notice and submit a Vacation Schedule Form to the Director at least thirty (30) days prior to the absence. Our calendar year for vacation credits is from September 1st through August 31st. Children must attend 12 full months to receive the maximum credit. Vacation credits are accrued or earned. One week vacation credit will be earned with each four month enrollment period. Vacation credits may not be carried over to the next school year.

PLEASE SUBMIT THIS FORM TO YOUR CENTER DIRECTOR OR MAIL TO THE ACCOUNTING OFFICE AT 200 CAMP HILL ROAD, FORT WASHINGTON, PA 19034.

PARENT SIGNATURE _____ DATE _____



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