

A Family Tree School-Age Enrichment Program

---

**Vacation week request**

Family Tree allows up to **5 weeks** vacation a year. These weeks can be requested far in advance and/or **minimal two weeks prior** to requested week. They can be filled out for one week at a time OR many weeks at a time. Any weeks that are unpredicted as in “sick weeks”, those weeks can be credited, in which your next payment will not be due until the following Monday or it can be refunded per request. We will still **need** to be notified to do so in our billing system especially credit card families.

This form was filled out on the following date: \_\_\_\_\_

Child name \_\_\_\_\_

Parent name \_\_\_\_\_

School location \_\_\_\_\_

Vacation week requested date \_\_\_\_\_

Vacation week requested date \_\_\_\_\_

Vacation week requested date \_\_\_\_\_

Vacation week requested date \_\_\_\_\_

Vacation week requested date \_\_\_\_\_

**Please check ONE:**

I pay by credit card \_\_\_\_\_

I pay by check or cash \_\_\_\_\_

Director or Educational coordinator: \_\_\_\_\_

(After the office receives this form, it will then be placed back in the child’s file to keep track of vacation weeks if needed for reference)