

Story Time Family Daycare **Parent Vacation Request Form**

Today's Date: _____

We are requesting vacation time for our child(ren) _____.
(Child(ren)'s name)

Dates Child(ren) will be absent _____.

Date Child(ren) will return to Story Time _____.

Number of vacation days to be used for this absence: _____.

Vacation Policy: One week of vacation is available per calendar year after
3 months.

Parent's Signature

Date

For Office Use Only

Did parent receive Vacation Credit? Yes _____ No _____

Time used: _____ Time Available: _____

If not, why? _____

Date vacation credit given: _____

Amount of vacation credit given: \$ _____

Accounting Approval: _____ Date: _____