

KELC Request for Vacation/Leave of Absence Form

PLEASE COMPLETE AND RETURN THIS FORM TO KELC DIRECTOR

14 DAYS IN ADVANCE OF LEAVE



CHILD'S INFORMATION

Name		DOB:	
Home Address	City	State	Zip
Classroom	Telephone Number <input type="checkbox"/> HOME <input type="checkbox"/> CELL		

ABSENCE INFORMATION

<input type="checkbox"/> This is a new request.	<input type="checkbox"/> This is an update to an existing request.
Requested Start Date:	Anticipated Return Date:

TYPE OF LEAVE

<input type="checkbox"/> Extended Leave of Absence (5 weeks or more)	<input type="checkbox"/> Summer Break (For the summer months only)
<input type="checkbox"/> Other: _____	

Please explain why your children will be out:

TUITION

From our handbook: Full-time families receive 2 weeks' vacation credits once they have been at KELC for 30 days. It is the families' responsibility to give the KELC director two (2) weeks' advance notice in order to receive any vacation credits. Vacation credits are per calendar year and all vacation leaves or leaves of absence must be paid as if your child was in attendance once vacation credits have been exhausted. For full-time families that enroll after June 30th or leave before June 30th, you will receive a pro-rated vacation time of one (1) week. Families that withdrawal their child prior to June 30th will also receive a pro-rated vacation time of one (1) week. Part-time families do not receive any vacation credits. If you remove your child from the KELC program for an extended length of more than 5 weeks' time and plan on returning at a later date, you are expected to pay your normal scheduled payment for when your child returns to hold your child's place in the program.

- I am using my vacation credits to cover part of this leave of absence
- We are taking an extended leave of absence and I understand that I am paying for the week my child returns to hold our child's place in the program.
- My child is part-time and we do not receive vacation credits and I understand I still have to pay for my child's tuition while they are absent.
- My child is will be out less than 5 weeks and I understand I still have to pay for my child's tuition while they are absent.

*** Failure to complete this form will result in you not receiving your vacation credits or still having to pay your regularly scheduled tuition payments.**

PARENT'S SIGNATURE:

DATE:

KELC ADMIN USE

- Give Teacher's copy of the leave of absence dates
- Record in ProCare & attach form
- Adjust Tuition

Comments:

Admin Signature:

Date Received: