

NOTIFICATION OF LEAVE OF ABSENCE

(EFFECTIVE MAY 2018)

** WRITTEN NOTIFICATION (SEE BACK PAGE) FOR A LEAVE OF ABSENCE MUST BE TURNED IN AND APPROVED **30 DAYS** PRIOR TO THE ANTICIPATED LEAVE DATE

**IF YOUR CHILD IS IN THE NEW BEGINNINGS, PITTER PATTTER, LITTLE WONDERS OR COLORFUL CRAYONS CLASSROOMS YOU WILL NOT BE APPROVED FOR A LEAVE OF ABSENCE

**IF YOU CHOOSE TO TAKE A LEAVE OF ABSENCE AND YOUR CHILD IS IN ONE OF THE CLASSROOMS LISTED ABOVE, PARENTS ARE RESPONSIBLE FOR THE FULL WEEK'S TUITION TO KEEP THE CHILD'S SLOT

**A CHILD MAY ONLY LEAVE FOR A LEAVE OF ABSENCE IF HE OR SHE IS IN THE STEPPING STONES, CATERPILLAR, HELPING HANDS, LEAP FROGS, SMART COOKIES, OR SMARTIES CLASSROOMS

** A NON-REFUNDABLE DEPOSIT, EQUAL TO ONE WEEK'S TUITION, IS REQUIRED TO SECURE SLOT

CHILDREN WHO LEAVE FOR A LEAVE OF ABSENCE **MUST RETURN AFTER 5 WEEKS AND BE ABSENT A MINIMUM OF 3 WEEKS OR WEEKLY TUITION WILL BE CHARGED

**A LEAVE OF ABSENCE WILL ONLY BE APPROVED ONCE PER CALENDAR YEAR

WITHDRAWAL FOR A LEAVE OF ABSENCE

I wish to notify Child's Play of a change in schedule for (child/children's name): _____

The present schedule is as follows:

The new schedule is as follows:

This change is effective (Refer to Policy on Page 1):_____

Today's date: _____Parent's signature: _____

Administration Approval: _____