

NOTIFICATION OF LEAVE OF ABSENCE

(Revised 11-2-2023)

CLASSROOMS AT CHILD'S PLAY

1. The New Beginnings- Young Infants
2. The Pitter Patters- Old Infants
3. The Little Wonders- Young Toddlers
4. The Colorful Crayons- Old Toddlers
5. The Stepping Stones- Young 2's
6. The Caterpillars- Old 2's
7. The Helping Hands- Young 3's
8. The Leap Frogs- Old 3's
9. The Smart Cookies- 4-K
10. The Smarties- School Age

❖ Children in the New Beginnings' through the Colorful Crayons' classrooms **will not be approved** for a leave of absence.

❖ Children in the Stepping Stones' through the Smarties' classrooms:

- A "Leave of Absence" form must be submitted and approved by the administration **30 days** prior to the anticipated leave date.
- A child must be absent a minimum of 3 weeks to a maximum of 5 weeks. If the child remains absent after 5 weeks, weekly tuition will be charged.
- Only one leave of absence will be approved per calendar year.
- A non-refundable deposit, equal to one week's tuition, is required to secure a slot.

(SEE REVERSE SIDE)

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: _____