



Grace Early Childhood Center

VACATION CREDIT REQUEST

Grace ECC allows a one-week vacation credit for our year-round, full-day families. You must be enrolled full time for 12 consecutive months before you are able to request this credit. Vacation credits for subsequent years will be applied no sooner than 12 months after the previous request. You will receive one credit per 12-month period for the program option you are enrolled in. This credit is not available for our 9-month or half-day families.

Vacation credit forms are available in the Grace ECC office. Submit this form two-weeks prior to your vacation time.

TO: Joyce Albaugh and Ruth Poupart

FROM: _____

PLEASE PRINT: Parent Last Name

Parent First Name

DATE OF REQUEST: _____

FAMILY ACCT. ID: _____

CHILD(REN) NAME(S): _____

DAYS OF THE WEEK ENROLLED (Please circle all that apply) M T W R F

ONE WEEK OF VACATION CREDIT:

_____ through _____

PARENT SIGNATURE: _____ **DATE:** _____

GRACE ECC DIRECTOR: _____ **DATE:** _____

Approved

Not Approved _____

Once the Director signs this form it is sent to Joyce Albaugh in the Finance Department for processing.