

NOTIFICATION OF LEAVE OF ABSENCE

(EFFECTIVE MAY 2018)

- ❖ CHILDREN IN THE NEW BEGINNING, PITTER PATT, LITTLE WONDER OR COLORFUL CRAYON CLASSROOMS **WILL NOT BE APPROVED** FOR A LEAVE OF ABSENCE.
- ❖ CHILDREN IN THE STEPPING STONE, CATERPILLAR, HELPING HAND, LEAP FROG, SMART COOKIE OR SMARTIE CLASSROOMS:
 - A “LEAVE OF ABSENCE FORM” MUST BE SUBMITTED AND APPROVED BY 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.

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: _____