

**NOTIFICATION OF LEAVE OF ABSENCE**

***(EFFECTIVE MAY 2018)***

- CHILDREN IN THE NEW BEGINNING, PITTER PATTTER, 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 BUSINESS DAYS** PRIOR TO THE ANTICIPATED LEAVE DATE.
  - A CHILD MUST BE ABSENT A MINIMUM OF 3 WEEKS OR 15 BUSINESS DAYS TO A MAXIMUM OF 5 WEEKS OR 25 BUSINESS DAYS. IF THE CHILD REMAINS ABSENT AFTER 5 WEEKS OR 25 BUSINESS DAYS, 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):

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\_\_\_\_\_

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:

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