

NOTIFICATION OF MATERNITY LEAVE AND/OR LEAVE OF ABSENCE

(EFFECTIVE MAY 2018)

** NOTIFICATION OF LEAVE DURING MATERNITY LEAVE AND/OR LEAVE OF ABSENCE MUST BE TURNED IN AND APPROVED 30 DAYS PRIOR TO THE ANTICIPATED DUE OR LEAVE DATE

IF YOUR CHILD OR NEW INFANT'S SIBLING IS **UNDER THE AGE OF 2 YEARS AND YOU CHOOSE TO WITHDRAWAL FOR A LEAVE OF ABSENCE, PARENTS ARE RESPONSIBLE FOR THE FULL WEEK'S TUITION TO KEEP THE CHILD'S SLOT

** **CHILDREN 2 YEARS OF AGE:** 3 DAY PART TIME MINIMUM

** **CHILDREN 3 YEARS OF AGE AND OLDER:** 2 DAY PART TIME MINIMUM

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

CHILDREN WHO WITHDRAW DUE TO MATERNITY LEAVE **MUST RETURN AFTER 12 WEEKS OR WEEKLY TUITION WILL BE CHARGED

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

CHANGE OF SCHEDULE FOR MATERNITY LEAVE OR LEAVE OF ABSENCE

Are you leaving due to: MATERNITY LEAVE (12 week maximum) OR LEAVE OF ABSENCE (3 week minimum & 5 week maximum) **(circle one)**

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 Above): _____

Today's date: _____ Parent's signature: _____

Administration Approval: _____