



# SKIES Unlimited

Schools of Knowledge, Inspiration, Exploration & Skills

## Vacation Request Form

I, \_\_\_\_\_, would like to request vacation credit for the following child(ren).

Child's Name	1 or 2 weeks	Start Date	End Date	Program (ex: CDC, SAS)
<i>Example Jane Doe</i>	<i>1 week</i>	<i>June 6</i>	<i>June 10</i>	<i>Bright SKIES Academy</i>
1.				
2.				
3.				
4.				
5.				

Two weeks of leave will be granted and fees will be adjusted as long as notice is given prior to the vacation. I understand that vacation credits will only be given for absences of two weeks or more. No fee adjustments will be given for absences that are less than two weeks or failure to bring your child to class when classes are being offered.

**NOTE: No classes will be held on Federal Holidays. Written two weeks notice is required to withdraw your child from a SKIES Unlimited class. Withdrawals can be provided up to 30 days in advance.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date request entered into log \_\_\_\_\_  
 Date credit entered \_\_\_\_\_  
 CYS Representative \_\_\_\_\_  
 Amount \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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