



# 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 week dates should fall in the same week, Monday-Friday.*

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

**TO:** Joyce Albaugh and Lorraine Smith

**FROM:** \_\_\_\_\_  
PLEASE PRINT: Parent Last Name Parent First Name

**DATE OF REQUEST:** \_\_\_\_\_

**FAMILY ACCT. ID:** \_\_\_\_\_

**CHILD(REN) NAME(S):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DAYS OF THE WEEK ENROLLED** (Check all that apply) M T W T 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.*