



Child & Youth Programs Vacation Form

During the enrollment/re-registration process, Families must select either a two (2) or four (4) week leave/vacation fee option for each child. Vacation must be taken in a minimum increment of five consecutive workdays (i.e. vacation discounts are not applied to single days of vacation). To receive the vacation discount, parents must complete this Vacation Form for the child/ren in their household.

Vacation forms must be received a minimum of two weeks and **no later than 14 days before the first day of your vacation.**

Child(ren)'s Name(s): _____

Sponsor's Name: _____

First day of vacation: _____

Last day of vacation: _____

Total number of days of vacation (5, 10, 15, 20): _____

Parent Signature: _____ Date: _____

-----FOR OFFICE USE ONLY-----

Received by: _____ Initials: _____ Date: _____
(print name)

Processed in CYMS: _____ Initials: _____ Date: _____
(print name)

Manager Approval: _____ Initials: _____ Date: _____
(print name)

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