



## 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)