

# Vacation Request Form



61 Weatherly Club Lane  
Alabaster, Alabama, 35007  
Phone: (205) 664-0054  
Email: [Madeleine@NoahsPark.us](mailto:Madeleine@NoahsPark.us)  
Website: <http://NoahsPark.us>

*To:* All Parents  
*From:* Madeleine, Amanda & Samantha  
*Date:* January 24, 2010  
*Re:* Vacation Request Form

We offer our families the ability receive one week of “vacation credit” each year. While you must pay weekly tuition to keep your child’s place in the program during absences and throughout the year, our vacation policy supports your effort to spend vacation time together as a family each year without paying for or worrying about your child’s spot at school.

Please give us 30 days notice to utilize your vacation so that we may staff and plan accordingly. If your plans change, we need to know as quickly as possible so that we can make staffing adjustments and care for our children properly.

Please use this form to schedule your vacation. Turn it in to the office or you can put it in the locked tuition boxes.

Thank you.

**CHILD’S NAME** \_\_\_\_\_

**DATE OF THIS REQUEST** \_\_\_\_\_

**VACATION DATE** \_\_\_\_\_

**PARENT’S SIGNATURE** \_\_\_\_\_