

Oakbrook Child Development Center  
Vacation Notification Form

Two weeks annual vacation per calendar year is allowed for Full-Day children only.  
*Part-Time programs do not qualify for half price vacation.*

Vacation time can only be used when a child is NOT present at the school. A two weeks advance written notice of your intent to take vacation is required. Vacation weeks must be utilized in the calendar week increments. Vacation may not be utilized the first six months of enrollment or the last two weeks of the enrollment period. Vacation may not be used for a withdrawal notice requirement or as credit towards tuition. Full tuition applies for all other weeks.

Today's Date: _____
Student's Name: _____ Classroom: _____
Dates of Vacation Week(s) from OCDC: _____

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