

RiverTree Christian School  
7373 Portage Street N.W.  
Massillon, OH 44646  
330.494.1860 330.494.3353 Fax

## CHILD CARE VACATION REQUEST FORM

### Vacation Policy and Eligibility

1. Children enrolled in our "*CHILD CARE*" program for the ENTIRE YEAR may use two weeks of vacation credit: one week in the summer and one week during the school year. Often parents choose to use the week during the school year at Spring Break since our center is open during that time and your account will be charged even if your child does not attend.
2. Children enrolled in our "*SUMMER PROGRAM ONLY*" are entitled to one week vacation credit if they are enrolled for the entire summer.
3. Children enrolled in our SCHOOL YEAR "*CHILD CARE*" OR "*SCHOOL AGE*" program are entitled to one week vacation credit. Often parents choose to use the week during the school year at Spring Break since our center is open during that time and your account will be charged even if your child does not attend.
4. Unused vacation credit cannot be carried over to the next year. Vacation credit can only be used if the child is not at the center.

Please submit this request form no later than the Friday preceding the week of the intended vacation

Week Requested \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Days Attending \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_