

University of Houston Child Care Center

Vacation Request Form

According to the UHCCC annual Enrollment Agreement, the vacation policy is as follows:

Vacation Weeks: During the 12 month contract agreement, 3 weeks may be designated as vacation weeks. Payment is not required for these weeks provided your UHCCC account is current. The vacation time can not be used one day at a time; it must be used in 5 consecutive business day intervals. If the 5 consecutive business days occur over a 2 week time period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. UHCCC needs to have the vacation time off request submitted in writing prior to the child taking the actual time off.

Please fill in the following information to request vacation time-off from UHCCC.

Parent's Name: _____

Child's Name: _____

Child's Classroom: _____

UHCCC Account is Current (circle one): **yes** **no**

Vacation Request (dates): _____

Office Use Only: _____

Approved: **yes** **no**

Director's Signature: _____

Date: _____