

# TIME OFF REQUEST FORM

Today's Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Time Off Requested: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Vacation credit per the terms of the Jack and Jill Childcare Family Handbook must be submitted 30 days prior to the dates requested to receive eligible credit. Vacation credits will be reflected in the billing cycle following your request.



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