

DAYS OFF CREDIT REQUEST

Child's Name (first & last) _____ Center _____

Parent's Name (first & last) _____ Date _____

DAYS OFF CREDIT (vacation, short term illness, holidays and other):

There are two options available for credit for days missed that a child is enrolled, per your signed agreement.

Option one – Two enrollment weeks at full credit

From September 1 to December 31	One full enrollment week
From January 1 to August 31	One full enrollment week

Option two – Four enrollment weeks at 60% credit

From September 1 to November 30	One enrollment week at 60%
From December 1 to February 28/29	One enrollment week at 60%
From March 1 – May 31	One enrollment week at 60%
From June 1 – August 31	One enrollment week at 60%

You may accumulate and take earned credits all at once or use them individually. If any prior week/s of credit is not completely used, any unused days will be carried into the next period/s. However, any unused days as of August 31 will not be carried forward. (For unexpected absences, request for credit must be submitted in writing within 30 days of the absence.)

If during any period the available credits are used up, you will be charged for any other days off in that period. Please submit the Days off Credit Request form well in advance, to avoid any confusion and/or late fees. Days off credit may not be deducted from your payment until it is processed and appears on your statement.

Two Week Notice of Vacation from _____ to _____.
(first day of absence) (last day of absence)

LONG TERM ILLNESS CREDIT: When your child is absent due to illness, you will need to pay the first enrollment week of illness or use any available days off credit. You will receive full credit for any additional *continuous absence* after the first week. A written notice must be received within 30 days of absence in order to receive credit.

First Day of Absence _____ Last Day of Absence _____

Signature of Parent/Guardian _____

**Return this form to the center. For questions please contact the billing office at:
Children's Edu-Care /Mary Linsmeier Schools
Phone: 262-781-8081 or 1-800-467-8081**