

Mary Linsmeier Schools

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 off:

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 day credit is not used in that period, the unused credit will be carried into the next period. The only exception is any unused credit as of August 31 may not be carried forward into September. Request for credit must be submitted in writing within 30 days of the absence.

Once the credit available is used, any further days off will be charged to the account. Please submit the Days off Credit Request form well in advance, to avoid any confusion and/or late fees charged. Please do not deduct the credit from your payment until the credit appears on your billing statement.

First Day of Absence _____ *Last Day of Absence* _____

LONG TERM ILLNESS CREDIT:

If your child is absent due to illness, you may use any credit available. If your child has a continuous illness for more than one week, you will not be charged from the second week on. Please notify us in writing within 30 days so that we may charge your account accurately.

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 Email: billing@marylinsmeierschools.org