



SUSQUEHANNA PREP
apple tree preschool

1710 Wyoming Avenue, Forty Fort, PA 18704
PH. 570.287.2597 | www.susquehannaprep.com | #successstartshere

VACATION POLICY

We are more than happy to accommodate your travel plans, as we realize that many of you have children on different schedules. However, getting this together requires time and planning. Please follow our procedure below to make your request.

If you would like your child's work early, so he or she can work on it before your trip, we will need two weeks' notice. We will give the work to your child one week prior to his or her last day. If you are taking the work with you, we will need one week's notice, and we will give the work to your child the day prior to his or her last day. We realize that sometimes last-minute plans occur and notice may be an issue, and we will still do our best in any case.

Vacation request for work: Please complete one per child as appropriate and send to the office.

Date of request _____

Student _____ Grade _____

My child will be on vacation from _____ to _____.

Please check your request:

_____ I would like the work one week prior to leaving, so my child can do the work before our vacation.
(requires 2 weeks' notice)

_____ I would like the work the day before my child's last day, and we will take it on vacation.
(requires 1 week's notice)

Additional comments: