

“A Child’s Touch...”

9141 Poze Blvd.
Thornton, Colorado 80229
Office 303-286-8460 Fax 303-289-8621

Personal Day Notification

After 60 days enrollment each child may take one week of personal days per calendar year when out, depending on your schedule (2-5 days/week = 2-5 personal days/year.) Any other time off requires full tuition payment to hold your family’s spot. Any partial weeks of personal days will be prorated and rounded up to the nearest dollar. Children enrolled for summer only are allowed one week of personal days. Notify the office in advance if possible. Credit for time off will not be given after 14 days. The family discount does not apply when only one child takes personal days. Forms received after 9 am on Friday will not receive credit for the following week. Tuition Express is processed early on Friday.

Parent’s name _____

Child’s name _____

Child’s name _____

Classroom/Teacher _____

Dates of vacation _____

Signature _____

Date _____

Comment _____

Office use only

Date turned into office _____ Received by _____

Recorded _____ Receipted _____

Notes _____

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