

Advance Notification of Absence or Withdrawal

Advance Notification of Absence: If your child will be absent for a week for vacation, please provide written notice one week in advance with the dates of the vacation. If you do not provide written notice at least one week in advance you will be charged for the week of vacation. Two weeks' vacation per year may be used without fees with the required Advance Notification. This advance notice shall apply to full weeks (Monday through Friday) only. The vacation week must be consecutive days and may not be broken into individual days.

DATE: _____ ESP SITE: _____

PARENT NAME: _____

CHILD(REN) NAMES: _____

My child(ren) will be absent for the full week(s) of:

Withdrawal from ESP: If you withdraw your child from the ESP program without advance notice of one week in advance, you will be charged for one week of absence, after that time we will not hold your child's spot in the program.

I am withdrawing my child(ren) from the Extended School Program.
The last day my child(ren) will attend the program will be:

Last day attending ESP: _____

Parent Signature: _____

Date: _____