



# LEAVE OF ABSENCE REQUEST

\*Must be completed at least four (4) weeks prior to leave of absence.\*

TODAY'S DATE: \_\_\_\_\_

SCHOOL LOCATION: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

CHILD(REN) NAME(S): \_\_\_\_\_

Please select one (1) of the following options:

### OPTION 1: TEMPORARY LEAVE OF ABSENCE

My child(ren) will take a leave of absence during the timeframe listed below. During this time, I agree to pay for 2 full days of tuition per child to secure my space and schedule upon return.

▪ START DATE OF ABSENCE: \_\_\_\_\_

▪ DATE OF RETURN: \_\_\_\_\_

### OPTION 2: TEMPORARY SCHEDULE REDUCTION

My child(ren) will reduce their schedule for an extended period of time, with a 2-day minimum per child, for no less than 4 weeks and no more than 8 weeks. During this time, I agree to pay for the reduced schedule in accordance with current community tuition fees. If my current rate is lower than the community tuition rate, I will pay the lesser of the two prices.

▪ START DATE OF REDUCED SCHEDULE: \_\_\_\_\_

▪ DATE REGULAR SCHEDULE WILL RESUME: \_\_\_\_\_

**Select Days:** Please circle the days you would like to request for your amended schedule:

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Select Times:** Please indicate your child's expected attendance times. (please write times and include AM/PM)

Monday		Tuesday		Wednesday		Thursday		Friday	
Drop-Off	Pick-Up	Drop-Off	Pick-Up	Drop-Off	Pick-Up	Drop-Off	Pick-Up	Drop-Off	Pick-Up
-		-		-		-		-	

**TEMPORARY TUITION RATE: \$** \_\_\_\_\_

I understand that leave of absence requests are void for periods of fewer than 4 weeks and price discounts are not valid for more than 8 weeks. I understand that my standard tuition payments will resume after 8 weeks of leave and that the discounted option may not last for the entire duration of my leave of absence. I agree to the Little Sprouts leave of absence policy, which may be amended or terminated at Little Sprouts discretion.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN PHONE: \_\_\_\_\_

PARENT/GUARDIAN EMAIL: \_\_\_\_\_



## Little Sprouts Leave of Absence Policy

*Last Updated: 6/21/2017*

SUBJECT TO CHANGE AT LITTLE SPROUTS' DISCRETION

To provide flexibility to our families, Little Sprouts offers a limited leave of absence payment and attendance option. This option allows families to pay a reduced tuition rate to guarantee returning to their normal schedule after a leave of absence. Families may use this benefit only once within each 12 month timeframe.

Families may request a reduced rate only for time-off periods that exceed 4 weeks of consecutive leave. During this leave, families may temporarily adjust their schedules and payment amount down to a minimum of 2 full days of care per child per week. The price of 2 full days of care will be the current market value in each child's age group. If a family's current tuition is less than this amount, the family will continue to pay their current tuition rate to retain their spot during the leave of absence. This discount may not be combined with any other discounts. Regardless of the length of time-off, reduced payment adjustments will last for no more than 8 consecutive weeks. By week 9, normal tuition fees will resume to secure your child's spot upon return.

By continuing to pay tuition during your family's leave of absence, Little Sprouts guarantees that your child will have access to the same schedule and previous rate upon your return (unless a child has transitioned age groups, an annual tuition increase has been implemented, or a child's schedule changes upon return). Please understand that if you terminate your child's enrollment for the summer months or any period of time, you do so at risk of losing your child's spot. Even if there is not a wait list when you leave, all spots may be filled upon your return.

If you elect to reduce your schedule during this timeframe but send your child to school for the number of days for which you pay, you are required to maintain a consistent weekly schedule and notify your Executive Director of your specific requested weekdays of attendance.