

## **KKCC's Extended Leave Request (3 Weeks Minimum – 90 Days Maximum)**

A **FOUR-week** written notification is **required** for Extended Leave Requests, with the week beginning on a Monday.

Child's Name: \_\_\_\_\_

Parent's Name (Print): \_\_\_\_\_

Last Day (Friday): \_\_\_\_\_

Return Date (Monday): \_\_\_\_\_

My signature below indicates that I agree to the following:

- My child will be returning on the above date.
- KKCC is directed to hold my security deposit in place to secure my child's slot in the program.
- Should my child not return on the return date given I will notify KKCC in writing 1 week prior to the above return date and provide a new return date (**new return date cannot exceed 2 weeks**).
- Should I decide not to return to KKCC, I understand that I will forfeit my child's 2-week security deposit.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Office Use ONLY**

Today's Date: \_\_\_\_\_

I, Chad Shumate, have received your Extended Leave Request. I understand that your child's last day before beginning

Extended Leave will be Friday, \_\_\_\_\_.

Chad Shumate  
Owner/Administrator

Disable Batch Processing Date: \_\_\_\_\_

Verified By Maria Villeda: \_\_\_\_\_