

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.
- The security deposit is kept in place to secure my child's slot in the program until the return date.
- 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 my child not return for care, I understand that I will forfeit the security deposit.

Parent Signature: _____

Date: _____

Office Use ONLY

Child's last day is Friday, _____.

The last payment deduction will be processed on _____.

Upon return:

- The T.E. account will be activated, and tuition processed as normal.
- A payment with a Bank/Credit Card will be required for the week of _____.

Disable Batch Processing Date: _____

Verified By: _____

Enable Batch Processing Date: _____

Verified By: _____