

INSTRUCTIONS

To download this form please click the download button at the top right or click print and then print to PDF.

To print this form, right click and print the form to fill out by hand.

This is not a form that can be edited online, for an online fillable form please contact the front desk.

info@thechildrenslighthouse.com

972-552-7226





ABSENTEE CREDIT

Per your tuition agreement, if your child misses three or more days in one week because of illness, an unforeseen problem, or pre-approved family vacation, tuition will be reduced by 40% for the week affected. Each child may receive up to three absentee credits per calendar year. Absentee credit applies only to children enrolled full time and does **not** include the infant program (birth to 12 mos.) or any activity fees. Holidays are **not** considered “missed days” and are not included. You must **PAY IN ADVANCE** to be eligible for an Absentee Credit.

Please apply an absentee credit to my account for the following:

Child's Name(s):	
Classroom:	
For week of:	
Days Missed:	
Parent/Guardian Signature:	
Received By:	
Date entered in ProCare:	



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