

# The Apple Tree Preschool & Learning Centre

## Vacation Notification Form

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To ensure we are staffing and catering for the correct number of children daily, we require this form to be submitted to your centre supervisor to inform us of any extended time away from the centre.

AJAX - [tracy@theappletreepreschool.com](mailto:tracy@theappletreepreschool.com)  
WHITBY - [sam@theappletreepreschool.com](mailto:sam@theappletreepreschool.com)

Please submit form 1 week prior to time off.

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I would like to request vacation for my child(ren) \_\_\_\_\_  
on \_\_\_\_\_  
(list date range or individual days)

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Parent(s) Names \_\_\_\_\_ Date \_\_\_\_\_

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Parents signature \_\_\_\_\_ Supervisors Signature \_\_\_\_\_