

KIAGA

VACATION PRORATION REQUEST FORM

THIS FORM IS ONLY TO BE USED FOR ONE-WEEK OR LONGER VACATIONS.

WE WILL NOT PRORATE SINGLE DAYS, LONG WEEKENDS, HOLIDAYS OR KIAGA'S SCHEDULED CLOSED DAYS, i.e.: Spring Break or 2nd week of June.

DATE: _____ TEAM MEMBER'S FIRST NAME: _____

LAST NAME: _____

I HEREBY REQUEST KIAGA TEAM TO PRO-RATE MY CHILD'S VACATION WEEK.

VACATION DATES: _____

PARENT SIGNATURE

KIAGA Received: _____

**PLEASE RETURN TO FRONT DESK IN ORDER TO
HAVE YOUR VACATION WEEK PRO-RATED.**