

# 30-DAY NOTICE

"LEAVE OF ABSENCE"

From Children's Center at Caltech

Child Name: \_\_\_\_\_ Classroom: \_\_\_\_\_ Days of attendance \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone (during leave): \_\_\_\_\_

Email (during leave): \_\_\_\_\_

Leave Starting: \_\_\_\_\_

Requested Date of Return: \_\_\_\_\_ (must be over one month)

Reason for Leave: \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT: I understand that the space(s) cannot be held open in our absence and that there is no guarantee that a space(s) will be available for my child(ren) when we return. Our name will be returned to the wait list. A leave will not be accepted for less than one month.**

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

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

## **STATUS OF REQUEST:**

*Date of Return granted:* \_\_\_\_\_

Or

*Child placed on waiting list for placement when available.*