



Ladybug Vacation Request Form

___ Parent Copy

___ Vacation Form

___ Client Service Manager

Date: _____

This notice must be received **2 weeks prior** to the requested date to ensure proper billing, and to receive the discounted rate.

Child/Children's name: _____

Days requested for vacation: _____

We will return to LB on: _____

Office: furnish client with a copy for verification

Date request was received: _____ by _____

Dates approved for vacation: _____