



# 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: \_\_\_\_\_