



LEAVE OF ABSENCE

Maternity/ Paternity Leave of Absence

Families who birth or adopt a child may be excused from classroom duties for up to 4 consecutive weeks for maternity/paternity leave within the first 3 months after bringing the child home. Your enrolled child may continue to attend school on a drop-off basis during your leave. Your tuition will still be required for the 4 weeks of leave. Please contact your Class Coordinator to schedule maternity/paternity leave and provide the school as much notice as possible by completing a leave of absence form and giving it to your teacher.

Infants may be carried in a front or back pack by a working parent during a sibling's class. Infants attending regularly must be enrolled in the school.

I will bring my infant to class.

Please select one of the following options:

- Leave to begin immediately after birth. Estimated date: _____
- Leave to begin within first 3 months. Estimated date: _____

I understand that my tuition is required during the 4 weeks of leave.

Signature: _____ Date: _____

All Other Leaves of Absence

If your family must leave the co-op for **more than 2 weeks** at any time and you intend to return, please notify the school by completing this form and giving it to your teacher. You may either drop your class or pay 50% tuition to hold your spot during your absence.

Please select one of the following options:

- Medical Leave (caring for your own health condition or that of another family member)
- Vacation Leave
- Other Personal Leave

Dates of Leave: _____

Please check one of the following actions:

- I request to drop my class. If my spot is still open when I return, I may re-join the co-op without paying an additional enrollment fee.
- I will pay 50% tuition to hold my spot during my absence.

Signature: _____ Date: _____

Administrative use only:

Teacher to initial: Class Coordinator notified _____ Treasurer notified _____

Completed form to be filed in Parent's Folder.