

**Childcare Leave Extension Form Letter**  
**(VCTA-Teachers' Unit)**

- **Directions are bold and should not be included in your letter.**
- ***Italicized and underlined* sections must be replaced with the appropriate information or deleted if not applicable.**

Date

Your Name

Your Address

Your City, State Zip

*Ms./Dr. Jane Doe*, Superintendent  
Valley Central School District  
944 Route 17K  
Montgomery, NY 12549

Dear *Dr. Doe*;

I am writing to inform you that I would like to extend my child care leave. My child's birth date was \_\_\_\_\_.

I plan to return to work \_\_\_\_\_. If I can be of any assistance in finding a substitute for my position please do not hesitate to ask.

Sincerely,

Your Name

CC: Assistant Superintendent, Human Resources  
Building Principal  
VCTA President/Union Office