

Vacation & Illness Policy

Vacation Policy

As a benefit to our families we offer vacation time. Please see below:

Students registered 4 to 5 days a week

10 vacation days a year will be given - 5 days between September 1st and May 31st and 5 days between June 1st and Aug. 31st.

Students registered 2 to 3 days a week

6 vacation days a year will be given- 3 days between September 1st and May 31st, and 3 days in the summer, June 1st through August 31st.

- UNUSED VACATION DAYS CANNOT BE SAVED. THEY CAN ONLY BE USED IN THEIR ASSIGNED MONTHS OR LOST.
- VACATION DAYS CANNOT BE USED TO PAY STATE CHILD CARE ASSISTANT CO-PAYMENTS.

*To use your vacation days you must be enrolled in our center at least 3 consecutive months and you must also give a **written notice FOURTEEN days in advance**. Children's Classic will charge for any other days missed that do not meet this criteria. Exceptions will be made for hospitalization and death in the immediate family ONLY.*

If you leave the center before you have used your vacation days, it is not payable to you and you may not save them if your child re-enrolls.

How your vacation credits will be given:

The computer will automatically bill your account your regular weekly rate even though you have given a 14 day notice.

After the week is finished, your vacation will then be credited to your account. Crediting your account after your vacation insures that your child did not attend during your vacation time and that the days credited are correct.

- Auto Pay parents will be charged on Monday and then credited the following Monday.
- Parents who receive child care assistance will not be given credits. Co-pays are paid first and any balance or credits are between Children's Classic and Dept. of Workforce Services.

I understand the vacation policy with its **two week notice**

Parent's signature _____ Date _____

ILLNESS POLICY

Even though your child may be absent due to illness, your child's teacher is still working and our center is still operating. Therefore, it is necessary for us to charge half rate. Children's Classic will credit your account $\frac{1}{2}$ of your child care fees **if two consecutive scheduled days or more are missed. A doctor's note stating diagnosis and when your child may return to school is required for the credit to be applied.** A full credit will be given for hospitalization only (doctor's note also required).

- * **Parents who receive child care assistance will not be given credits. Co-pays are paid first and any balances or credits are between Children's Classic and Dept. of Workforce Services.**

If your child shows these symptoms - vomiting, diarrhea, rashes, or a fever, while at school you will be contacted with the request to take your child home. By signing below you agree to pick up your child within 30 minutes after being contacted about your child becoming ill.

Parent's signature _____ Date _____

**This institution is an equal opportunity provider.*