

# Vacation & Illness Policy

Effective 9-3-18

## Vacation Policy

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

**Students registered 4 to 5 days a week - 5 VACATION** days between September 1st and Aug. 31st.

**Students registered 2 to 3 days a week - No vacation. Students must be registered full-time to receive vacation.**

### REQUIREMENTS:

- 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**.
- Unused vacation days cannot be saved. They can only be used in their assigned year or lost.
- vacation days cannot be used to pay State child care assistant co-payments.
- 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.
- If your child is originally scheduled part-time and then switches to full-time (4 or 5 days per week), your child must attend 3 consecutive months at full-time to qualify for vacation.

### 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 weeks notice**

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

## ILLNESS POLICY

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.

**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.** (please note: If your child is sent home due to illness you will be charged for that day regardless of how many hours your child attended.)

Children's Classic will credit your account ½ of your child care fees for sick days with these requirements:

- Your child misses 3 consecutive days or more for illness.
- You pay for the 1st full day missed and half rate for each day after &
- You have a doctor's note stating diagnosis and when your child may return to school.

A full credit will be given for:

- hospitalization only
- A doctor's note stating diagnosis and when your child may return to school is 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.\***

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

*\*This institution is an equal opportunity provider.*