TINY TOTS AND LITTLE TYKES PRESCHOOL AND CHILD CARE CENTER
VACATION POLICY   (updated 8/12/2020)

The vacation allotment for children enrolled in Tiny Tots is up to <u>two weeks per calendar year</u>. During these two weeks of vacation each year, **Tiny Tots <u>will share in half the cost</u>** of the child's regular tuition for these days.

DEFINITIONS

Year – Vacation days are based on the calendar year (January-December). To determine vacation days <u>during the first year of enrollment only</u>, depends on your child's schedule and the month in which you enroll. For example: Children that are full time (5 full days per week) and enroll between January 1st - June 30th, will receive the maximum number of vacation days (10). However, children that enroll between July 1st and December 31st, and are full time will receive 5 days (half) for that year. The following calendar year they will receive 10 vacation days as long as the child's schedule remains
full time (5 days per week).

Two Weeks - Only parents with a regular set schedule every week are granted vacation days. The number of vacation days that are granted are based on how many days each week the child is regularly scheduled for. In other words, if Jimmy is scheduled for 5 days a week full time, Jimmy's parents will be granted 10 days of vacation. However, if Jimmy is only scheduled for 3 days each week, then Jimmy's parents will be allotted 6 days of vacation for the year. <u>The allotted number of vacation days do not need to be taken in succession.</u>

Vacation - When referring to vacation time, we are only referring to the days a child is **not** in attendance and **Tiny Tots shares in half the cost** of the tuition. <u>**A two week written notice is required for the use of any of these days**</u>. Children can certainly take more than their two weeks of allotted vacation, but Tiny Tots will not share in half the cost of these additional days and so regular tuition will need to be paid for any days above and beyond the two weeks allotted.

CALCULATIONS

Scenario 1:

Jimmy is enrolled Tuesday through Friday full days on March 3rd. Jimmy is entitled to 8 vacation days for the year. Jimmy's parents decide that they are going to take a long weekend and take Jimmy out of Tiny Tots for a Thursday and Friday. They give Tiny Tots a 2 week notice in writing of their vacation intentions. They have not used any of their vacation days for the year thus far.

The tuition due for the week with the two vacation days would be calculated:

212.00/4 = 53.00 per day

$53.00 x 2 regular days of attendance   = $106.00

$53 x 2 vacation days x 50% (reduction in tuition for

2 vacation days used - Tiny Tots shares in half the cost)   = $53.00

Tuition due for the week $159.00

After this vacation, Jimmy's parents still have 6 vacation days for the year left to use as they choose.

REMINDER: A TWO WEEK NOTICE <u>IN WRITING</u> IS REQUIRED FOR <u>ANY</u> VACATION CREDIT TO BE GRANTED

VACATION REQUEST FORM

Today's Date _____

I request to use _____vacation days for my child _____. Following
　　　　　　　　　(number)　　　　　　　　　　　　　　　(name of child)

are the dates I'd like to use for vacation: _____.

_____
Parent's Signature

_____

FOR OFFICE USE ONLY: Log Notes_____Add Ons_____Vacation Book_____

Dear Parent,

_____Your vacation request has been granted.
After using these dates, you have _____vacation days left for _____.
　　　　　　　　　　　　　　　(number)　　　　　　　　(year)

Tuition Due is as Follows for the vacation period:

_____ / _____= _____ X _____ = _____
(Regular tuition)　　(# of days)　= (Regular rate per day)　(# Reg days)　(Tuition reg days)
_____ / ____2_____= _____ X _____ = _____
(Regular rate per day)　(Half off)　(Vacation day rate)　(# Vac. days)　(Tuition vac. days)

_____　　　_____
(Total tuition)　　(Date Due)

_____Your vacation request has <u>not</u> been granted because:

_____You have used all allotted vacation days for the year.

___ ___Your request wasn't a (2) week notice.

_____Other Explanation: _____.

See the vacation policy on the back side of this sheet for explanation of tuition calculation.

_____   _____
Office Staff Person　　　　　　　　　　Date