

TINY TOTS AND LITTLE TYKES Preschool and Child Care Center
VACATION POLICY (updated 7/28/2014)

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

DEFINITIONS

Year – Vacation days are based on the calendar year (January-December) effective January 1, 2000. To determine vacation days during the first year of enrollment only, 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 - July 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 half days each week, then Jimmy's parents will be allotted 6 half days of vacation for the year. The allotted number of vacation days do not need to be taken in succession.

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. A two week written notice is required for the use of any of these days. 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:

$\$100.00/4 = \25.00 per day	
$\$25.00 \times 2$ regular days of attendance	= \$50.00
$\$25.00 \times 2$ vacation days x 50% (reduction in tuition for 2 vacation days used - Tiny Tots shares in half the cost)	= \$25.00

tuition due for the week	\$75.00

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

Scenario 2:

Bobby is enrolled on August 29th. He comes to Tiny Tots Tuesdays, Wednesdays, and Thursdays, for half days (7:00AM-12:00AM). Bobby is entitled to 3 half days of vacation for this first year. Bobby's parents decide that they are going to take a long weekend and take Bobby out of Tiny Tots for Thursday to start their weekend early. They give Tiny Tots a 2 week notice in writing of their vacations intentions. They have not used any of their vacation days for the year thus far.

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

$\$17.50 \times 2$ regular days of attendance	= \$35.00
$\$17.50 \times 1$ vacation day x 50% (reduction in tuition for vacation day used - Tiny Tots shares in half the cost)	= \$8.75

tuition due for the week	\$43.75

After this vacation, Bobby's parents still have 2 half days of vacation for the year left to use as they choose. Beginning the next calendar year, Bobby will have 6 half days of vacation to use as long as his schedule remains the same.

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



TINY TOTS AND LITTLE TYKES, INC.
PRESCHOOL and CHILD CARE CENTER

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)

_____ Your vacation request has not 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