



Vacation Attendance Policy

Purpose

To maintain consistent staffing, transportation, and program scheduling while offering families flexibility for planned time away, the program provides participants with a limited annual vacation allowance.

Vacation Benefit

Participants may receive up to **two (2) weeks of vacation per calendar year** during which they are not required to attend the program and will **not be responsible for program tuition or private-pay fees** for those approved vacation days. Vacation time does not accumulate from year to year and has no cash value if unused.

Monthly Limitation

To promote consistent attendance and ensure equitable scheduling for all participants, **only one (1) week of vacation credit may be used during any calendar month**. The two weeks of annual vacation must therefore be taken in separate months.

Advance Notice Requirement

An email or written request must be submitted **at least ten (10) business days before the start of the billing cycle that will be affected** by the vacation. Requests received after this deadline may not qualify for a billing adjustment and may be subject to the normal attendance and billing requirements.

Additional Information

- Vacation days are intended for planned absences only and may not be applied retroactively.
- Vacation time may not be exchanged for unused sick days or other absences.
- Participants who exceed the annual two-week vacation allowance will be billed according to the program's regular attendance and payment policies unless otherwise required by funding source regulations.
- Extended absences beyond the annual vacation allowance may require a review of program enrollment status, funding requirements, and continued eligibility for services.