



## ***Vacation Policy***

Each child is given one week of vacation (contracted week) that can be used by the day or by the week. A two week written (or email) notification is required when taking vacation time. Holidays are not to be used as vacation time with the exception that it lands within a full week of vacation time. Martin Luther King Day may also be used as a vacation day. Vacation time begins September 1st and ends on August 31st.

**Children must attend year round to be eligible for the full one week.**

Under special circumstances, the two week notice may be waived with a request to the director (funeral, emergency surgery, etc.). Any families who begin in the program in the middle of the vacation year will have their vacation time pro-rated. Vacation time does not carry over.

Please sign the bottom portion and return with enrollment forms. Questions can be addressed to [littlebeginnings@mac.com](mailto:littlebeginnings@mac.com) or at 651-480-1416.

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### ***Little Beginnings Vacation Policy***

I \_\_\_\_\_, have read the vacation policy and know how vacation time can be used. I understand that I am required to give a two week written notice (unless otherwise approved).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_