



Vacation Days

Each family receives vacation days* at the start of each calendar year. These days are provided to the families due to the school being closed one week in August and one week in December**.

These days can be used when the school is closed or at any point throughout the year. Families will receive two additional days upon signing up for auto payment of tuition.

Procedure and Rules for Vacation Days:

-Families may use no more than five days in a month

-Families must let the front desk know **30 days in advance** of claiming vacation days (before invoices have been created or paid). Vacation days cannot be added as a credit to the account or as a reimbursement.

-If a vacation day is used the student will not be permitted to attend school. If they come to school a drop-in rate of \$35 will be added to their account.

-Vacation days expire December 31.

Extended Vacation:

-If families are missing school for an extended period of time (i.e., Summer Break, month of vacation, etc.) they may not use more than 5 vacation days at a time.

-Families are required to pay full tuition for the school to hold their position in a classroom. This is a guarantee the family will return upon the extended vacation.

*The number of vacation days you receive depends on the number of days enrolled and when you begin attending. See chart below for more information.

	Start January 1- July 1	Start July 2 - December 31
Full-Time (5 days/week)	10 vacation days	5 vacation days
Part-Time (3 days/week)	6 vacation days	3 vacation days
Part-Time (2 days/week)	4 vacation days	2 vacation days

**See calendar on website for specific dates.