

# Vacation Guidelines

## Vacation Guidelines

### *Guidelines for vacation privileges*

- The Family must be enrolled with Great New Beginnings for one year (12 months) prior to this benefit being available.
- The Family must notify office staff, in writing, one week prior to using vacation credit. Vacation request will be signed and returned to you indicating receipt and that your vacation credit will be applied to your account for the appropriate week.
- Account must be current or vacation credit will not be approved. Account must be at a zero balance the week prior to the vacation credit week. The benefit year is January 1<sup>st</sup> through December 31<sup>st</sup>.
- Vacation credit cannot be used towards last week of enrollment in the case of dismissals or withdrawals from our program.
- Vacation credit must be used for the entire week (Monday through Friday). Vacation may not be broken into days.
- Child may not attend during vacation week (during peak family vacation times, staff is granted vacation).
- Vacation credit benefit is forfeited when late payment charges or NSF charges are applied within the benefit year.**

