

# Vacation Guidelines

## Vacation Guidelines

### Guidelines for vacation privileges

- The Family must be enrolled with Great New Beginnings for a period of 12 consecutive months prior to this benefit being available.
- The Family must notify office staff, in writing, at least 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 at a zero balance prior to the vacation credit being approved. The benefit year is January 1<sup>st</sup> through December 31<sup>st</sup>. Also, the account cannot have more than one late fee for a period of 12 months to be considered for the vacation credit. No exceptions.
- Vacation credit cannot be used towards last 2 weeks 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).

