

Student Name: \_\_\_\_\_

Parent Requesting: \_\_\_\_\_

Vacation Start Date: \_\_\_\_\_

Vacation End Date: \_\_\_\_\_

## Vacation Policy:

Each child enrolled at Happy Hearts Learning Center will receive one free week per year for vacation purposes. The following rules apply:

- The child must have been enrolled at Happy Hearts Learning Center for at least 3 months to be eligible for the free week of vacation.
- You have notified the Director or Assistant Director prior to the absence by filling out a "Vacation Notice" form and giving it to management **at least two weeks** before the vacation will be taken.
- Your child is absent all 5 consecutive operating business days- not holidays when the center is scheduled to close; if so, only operating days will be credited and family will have used their 5-day vacation credit. Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.
- Tuition credit will be added to the following month's tuition statement

**Your child's vacation week may not be used within the two week notice period of your child's disenrollment.**

I acknowledge and accept HappyHearts Vacation policy. All this can be found at [www.happyheartslc.com](http://www.happyheartslc.com)

Student name(s): \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_