

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

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

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

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

## **Vacation Allowance Policy**

Each child enrolled at Happy Hearts Learning Center will receive one free week per year (September-August) 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 Request” form and giving it to management at least two weeks before the vacation will be taken.
- Your child is absent all 5 consecutive days in a single week (Monday – Friday). The child must be absent the entire week for the free week to be allowed. 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.
- Your child’s vacation week may not be used within the two week notice period of your child’s disenrollment
- Credit will be added to the following month’s tuition statement

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

**Student Names:** \_\_\_\_\_

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

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