



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Vacation Policy

Effective: June 27, 2011

- Each child is given **two weeks** vacation (no charge) per year.
- Written notice of these weeks is required in writing **30 days** prior to expected vacation date.
- Weeks will be tracked and logged by staff.
- If your child does not attend a week without this prior notice in writing you will be responsible for full payment for that week.
- If you have used your two weeks vacation and your child does not attend a week you are responsible for payment for that week.
- The form you need to fill out is attached to this notice and is also available at the front desk.

Please feel free to ask us any questions concerning this policy.

Sincerely,

CDC Staff