

## **VACATION AND ILLNESS\* POLICY**

With the exception of temporary enrollees, each child is allowed up to four weeks absence at 50% of the normal rate due to illness or vacation during the year. This 20 day allowance must be taken in block of 5 day increments. Center staff should be made aware of any scheduled vacation or absence due to illness in advance.

(When it is not feasible to give advance notice, please call the Center by 9:00 a.m. to report an absence.)

\*In order to keep the spread of disease down at our Center, please allow your child to remain at home for 24 hours if he/she has been sick with a fever. This will allow observation time to ensure full recovery.

I, the undersigned, have read and understand the **Debra T. Thomas Learning Center 2, Inc.'s Vacation and Illness Policy**. I understand that any deviation from the policy must be cleared with the Director of the Center.

**Signature**

**Date**