

## PCDC Holidays/Sick/Vacation

**The childcare program will be closed on the following days each year:**

- ❖ New Year's Day (January 1)
  - ❖ Martin Luther King Day (third Monday in January)
  - ❖ Presidents' Day (third Monday in February)
  - ❖ Good Friday
  - ❖ Memorial Day (last Monday in May)
  - ❖ Independence Day (July 4)
  - ❖ Labor Day (first Monday in September)
  - ❖ Thanksgiving Day (fourth Thursday in November)
  - ❖ The day after Thanksgiving
  - ❖ Christmas Eve Day (December 24)
  - ❖ Christmas Day (December 25)
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- If a holiday falls on a Saturday, the childcare program will be closed the day before (Friday).
  - If a holiday falls on a Sunday, the childcare program will be closed the next day (Monday).
  - The client must pay for all paid holidays listed above, regardless of any other term in this contract.

### **2. Provider Sick/Personal Days**

If I must close because of illness, injury or emergency, I will Notify you as soon as possible.

- The childcare program will also close for up to 5 paid days each calendar year for training, vacations, and sick/personal days.
- If the provider takes more than the above number of [sick / personal] days in a calendar year they will be considered unpaid days.
- The clients are responsible for arranging backup care for the provider's [sick / personal] days.
- The provider will try to provide a substitute for her [sick / personal] days.

### **3. Provider Vacation**

- The provider will take two paid weeks each calendar year for vacation, sick days, training, and any other reason.
- The provider may take her vacation days consecutively or not.

- The client will pay the regular fee for the provider's vacation days.
- If needed a substitute caregiver will be in the childcare home during the provider's vacation days.
- The provider will give the client 8-week advance notice of their vacation days.

#### **4. Client Vacations**

- The client has unlimited vacation days from the program and will pay the regular daily rate for those days
- The client's vacation days may be taken either in blocks of time or one day at a time.
- The client's vacation days must be taken in increments of one full day.
- Clients must give the provider two weeks' notice of the dates of their vacation.

#### **5. Child Sick Days and Absences**

- The client must notify the provider in advance (before scheduled starting time) whenever a child won't be coming to care due to illness or any other reason.
- Failure to comply with the program's illness policies may result in the termination of the childcare contract.
- The client must pay for all days when the child is sick or not in childcare.
- The usual weekly rate will be charged even if the child misses care for one or two days per week due to illness.
- The client must pay for all short-term illness when the child is sick and not in childcare.
- The payment for a long- term illnesses may be negotiated with the provider.
- If a child is sick for longer than two weeks, the client will pay a negotiable holding fee.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider signature: \_\_\_\_\_ Date: \_\_\_\_\_

