

PCDC Holidays/Sick/Vacation

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

- ❖ New Year's Day (January 1st)
 - ❖ Martin Luther King Day (third Monday in January)
 - ❖ Presidents' Day (third Monday in February)
 - ❖ Good Friday
 - ❖ Memorial Day (last Monday in May)
 - ❖ Juneteenth Day (June 19th)
 - ❖ Independence Day (July 4th)
 - ❖ Labor Day (first Monday in September)
 - ❖ Thanksgiving Day (fourth Thursday in November)
 - ❖ The day after Thanksgiving (November 24th)
 - ❖ Christmas Eve Day (December 24th)
 - ❖ Christmas Day (December 25th)
- 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 five 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.

- Clients are responsible for arranging backup care for the provider's [sick / personal] days.
- We will try to provide a substitute for our [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.
- 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 rate for those days.
- 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 will not 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 assessed 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 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: _____