

## **Paid Time Off & Attendance Policy Acknowledgment**

This acknowledgment is an addendum to the enrollment contract with \_\_\_\_\_.

To ensure clear understanding and agreement on \_\_\_\_\_'s policies regarding paid time off and payment for reserved spots, we ask that parents sign below to confirm their acknowledgment of these terms.

### **Paid Time Off Policy**

- \_\_\_\_\_ will have designated days of paid time off, which may include holidays, professional development days, or personal leave. These dates are communicated at the beginning of each year or as they arise.
- Full tuition is required for these days, and there will be no refunds or prorated amounts for these closures, as they are considered part of the daycare's annual operating schedule.

### **Payment for Reserved Spot, Not Attendance**

- Parents are paying to reserve their child's spot in the daycare, rather than for specific days of attendance. As such, tuition remains consistent regardless of absences due to illness, vacation, or other personal reasons.
- This policy ensures the daycare can maintain quality services and staffing, allowing \_\_\_\_\_ to remain a safe, stable environment for all enrolled children.

By signing below, I acknowledge that I have read, understood, and agree to the Paid Time Off and Reserved Spot policies as outlined. I agree not to dispute these terms during the enrollment period, as they are a core part of \_\_\_\_\_ policies.

**Parent/Guardian Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_

**Provider Signature:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_