

# Vacation Guidelines

## Vacation Guidelines

*Guidelines for vacation privileges*

**Updated 7/1/2023**

- The Family must be enrolled with Great New Beginnings for a period of 12 consecutive months prior to this benefit being available.
- The Family must notify office staff, in writing or by email at [gnbkids@aol.com](mailto:gnbkids@aol.com), at least two weeks prior to using vacation credit. Vacation request will be signed and returned to you indicating receipt and approval that your vacation credit will be applied to your account for the appropriate week.
- Account must be at a zero balance prior to the vacation credit being approved. The benefit year is 12 months prior to the vacation request.
- The account cannot have more than one late fee in the 6 months leading up to the week being requested to be considered for the vacation credit. No exceptions. Late fees include late tuition charges as well as late child pick up charges. Vacation credit will not be honored if late fees were assessed. Tuition is due on Friday prior to close of business for upcoming week. All late child pick up charges are due the following morning upon drop off.
- Vacation credit cannot be used towards last week of enrollment in the case of dismissals or withdrawals from our program.
- Vacation credit must be used for the entire week (Monday through Friday). Vacation may not be broken into days.
- Child may not attend during vacation week (during peak family vacation times, staff is granted vacation).
- Only families that use checks/money orders or cash may benefit from the vacation credit. Families that use credit cards/debit cards at any time as payment methods are not eligible as Great New Beginnings is realizing the processing fees on these accounts and is not passing that along to our families. For new families to our program, during your first initial 12 months of enrollment to be eligible payment must be made with check/money orders or cash as we have realized a processing fee on the credit card/debit card transactions.**