Policies and Procedures: Holidays.

I will inform of all days I will be shut as best I can at the start of the school year (September). However sometimes this may not be possible. I will let you know as soon as possible if I am to close on any unstated day.

You are entitled to two weeks holiday at no charge if I am given a minimum of six weeks notice. Weeks thereafter will be charged at half the normal rate, if six weeks or more notice is given. If less than six weeks notice is given, you will be charged the full rate.

I will not charge you for public holidays, unless your child is still within my care.

An annual time off each year is between the 24th December and 2nd January the following year. You will not be charged for this holiday period. If you require childcare within this holiday period – it may be possible with prior, written arrangement, and will be chargeable.

If Elly is away then you will be notified of who is the main point of contact is and they will deal with all changes to hours, observations, invoices (if necessary) and any queries. If they are unable to deal with your request they will pass the message on to Elly and she will respond when it is appropriate for her to do so.

First Written: 31st July 2012 Last Updated: 28th December 2018 Signed:

Date Reviewed	Signed	Date Reviewed	Signed

Elly Tots