

# Policy Revision

1-1-16

## Extended Absence Policy

Hugs-N-Hearts Extended Absence Policy applies to families who wish to withdraw their children for (no less than) four weeks, up to six weeks. To allow this absence parents **must**:

- Pay ½ of the child/children's current tuition rate for the entire time of the Extended Absence.
- Pay the discounted tuition amount in full prior to beginning the Extended Absence.
- Resume paying the full tuition rate upon returning to the center or at the end of the six-week period, whichever occurs first.

If your childcare needs change during your extended absence and you would like to withdraw from the center, then the standard Withdraw Policy will apply and a two-week notice will be required at the end of your Extended Absence return date.