



HOLIDAY GUIDELINES – 51 WEEKS

As a setting, we acknowledge that families will want to take holiday during the academic year. Unlike other settings that require you to pay for all 51 weeks even when on holiday, families can take up to three weeks across the academic year (1st September to 31st August) as holiday for which fees will not be charged. Families will still be invoiced in the usual way but we will automatically apply a credit note for any week(s) in that four week billing cycle for which holiday was taken. 'Weeks' refers to your normal pattern of attendance and not five days so if you attend two days a week, your week amounts to two days; if you attend three days a week, your week amounts to three days and so on.

Your holiday weeks accrue as one week per four months (September-December, January-April, May-August) to the maximum of three weeks of credit notes for the academic year.

A child starts with us.....	Credit Note Entitlement
From 1 st September	Three Weeks
From 1 st January	Two Weeks
From after Easter	One Weeks

Families are welcome to use their full entitlement at any point, however, if you leave Early Days before the end of the academic year then weeks taken of holiday may need to be paid back. For example, a family who is with us from 1st September, takes two weeks of holiday in October and one week in February but then leaves the setting at Easter. As they have not attended May-August, one week of holiday has not been accrued so would have to be paid back. This policy is in place to ensure **fairness** in the number of weeks given to all families.

When you plan to be away on holiday, please email us so that this can be correctly recorded both on the register and for invoicing. We do understand that sometimes holiday is planned last minute, but we do ask that we receive at least a week of notice for our own planning purposes. Obviously, the more notice given the better.

There are a few stipulations for using your holiday weeks of credit:

Firstly, these must be applied for full complete weeks and not individual days. As Early Days needs to track holiday credit usage, it becomes very complex to track this for every family for individual days when every family's pattern of attendance is unique, therefore, these credits will only be applied to a full complete week. Secondly, holiday week credits **cannot** be used as part of your six weeks notice period and to lessen the amount of notice to be given. Furthermore, as we equally do not charge for bank holidays that may fall during your pattern of attendance, you will not receive double credit for a week of holiday that includes a bank holiday as this is already unpaid. Holiday cannot be rolled over into a new academic year and must be used in the academic year it has been accrued.