Vacation/Sick Day Policy – LSS Childcare and Education

Infant, Toddler and Preschool:
Families of infant, toddler, and preschool children will receive ten (10) vacation/sick days per calendar year. Families may use the first five (5) days any time in January through June. Families may use the second five (5) days anytime in July through December. If vacation/sick time is exhausted, tuition will remain the same each week regardless of holidays or absences. This includes if a child is absent for an entire week, for any reason.

School Age:
Families of school-age children at Eastside, Hilltop, Southern Hills, and Here4Youth will receive five vacation/sick days (3 days for families on a 3-day schedule at Here4Youth) per child to be used during the Sioux Falls School District school year. If vacation/sick time is exhausted, tuition will remain the same each week regardless of holidays or absences. This includes if a child is absent for an entire week.

Full-time Summer Program families will receive five vacation/sick days each summer; Part-time Summer Program families will receive three vacation/sick days each summer; Flexible Summer Program families do not receive vacation/sick days.

Vacation days do not carry over to the next period. All requests must be received within 30 days after the desired date(s).

Vacation/Sick Day Request

Program: ☐ Infant/Toddler   ☐ Preschool   ☐ School Age

I would like to use my vacation/sick day(s) for my child(ren) on the following date(s):

_____

Child Name(s): _____

Parent Name: _____

The childcare billing office will process all requests and confirm or deny via email.

☐ Send email to same address where statements are emailed

☐ Use the following email to send confirmation/denial (print neatly):