

Holiday Fee Reduction Entitlements – Four weeks of Half Fees

In order to be eligible for the '**Holiday Reduction**' you need to fill in the Holiday Book or provide a written request at least two weeks in advance of the date you wish to have allocated for $\frac{1}{2}$ **fees**. You are also required to have your 'fees' paid up to date in order to be eligible for the reduction.

The half fee holiday reduction is a service provided by Pooh Bear's House. The PBH Holiday policy now states that each child is entitled to 4 weeks absences per year based on the number of days that the child attends per week – pro rata, at a **50% reduction**.

Please read the example below to help describe to you what your entitlements are:

E.g. 5 days per week x 4 weeks = 20 days
3 days per week x 4 weeks = 12 days

The allocation operates in conjunction with the commencement of each year. i.e. Jan 1st – December 31st. Management will keep a record of all allocated days in the Holiday Book held in the office. Please contact Kim for confirmation on your remaining holiday days during the year.

Please be advised that Public Holidays are included in the Annual Entitlement of Holiday Days if you choose.

Kind Regards,

Kim Russell

