**Heartworks Policy For Absences, Sick Days & Unplanned Closures:**

In accordance with our Heartworks Handbook, it is our policy that "Heartworks is not able/required to give refunds or credits for absences, however for extended absences due to illness or family emergencies, tuition reduction may be granted at the discretion of the owner/director."

Although it is not required, offering make-up days or tuition reduction when I can, is something that I feel is an important part of my business and something I would like to continue to offer when possible. As of September 1, we are nearing or at capacity on most days and we now have three wonderful employees. It is currently not possible for me to offer make-up days for school days that are missed. If your child is out of school for two weeks or longer due to illness/family emergency I will offer, to the best of my ability, tuition credit for ½ of the amount of days missed.  If your child is out of school for a planned absence lasting one month or longer I will offer, to the best of my ability, a tuition reduction.

If/when I am unable to teach & Heartworks is closed due to sickness/family emergency/absence, a full credit will be given, or if possible make up days will be offered.  If/when an employee is unable to teach and some families are unable to be at Heartworks (ratios are six children per one teacher) a full credit will be given, or if possible make up days will be offered.

It is important to me as a small business and as a teacher to take care of my families.  You are all very important to me and I value your business.  I started this program to not only fulfill my desire to teach, but to also offer a place for parents to bring their children, where not only do they feel comfortable leaving their child but to also know that their own needs are being met.  I believe that offering tuition credit (and make-up days if possible) for extended sickness and absences is part of that, and I will do my best to continue to do so.