**RESERVING A CHILD CARE SPACE FOR a Break in service**

**POLICY**

Cook’s School Day Care Inc’s financial stability relies on operating at or as near to licensed capacity as possible.

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## PROCEDURE

Families requiring a break in service from our programs will be given the choice to:

* Withdraw from the program and re-register when care is required, and space is available.
* If it is feasible to the organization, Cook’s may accept payment to hold a space in our program for a limited time. The family would pay the equivalent of two days per week per child.

**The maximum length of time a space will be held due to a break in service is two months. Full fees apply after the break in service period.**

## Modifications to This or Other Policies

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.