

# Family Record, Vacation Tab

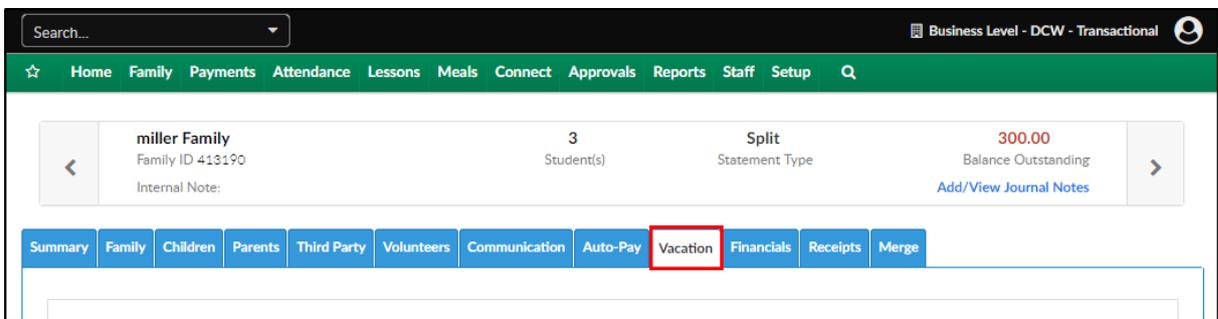
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The vacation option on the family record allows sites to track vacation or reservation requests. The vacation schedule for students allows administrators the ability to schedule when a student is going on vacation or going to be absent from the center.

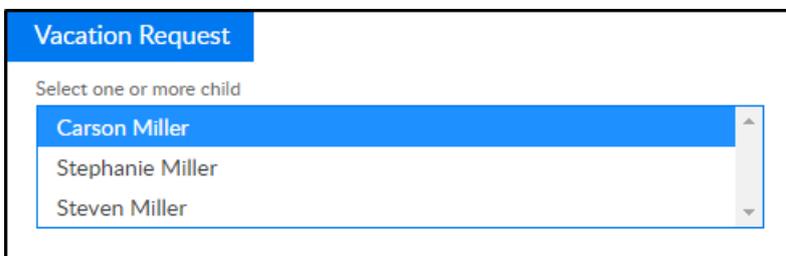
- When vacation days are added, the family will not be charged for those days
- Reservation weeks will charge the family 1/2 of the week's tuition for the weeks that are entered

## Vacation Requests

1. Navigate to the family record and click on the Vacation tab



2. Select the student(s) from the Vacation Request section. **Please Note:** to select one or more students, push Ctrl then select the students



3. Vacation Start Date - choose the date the vacation will begin from the calendar



4. Number of Days on Vacation - enter the number of days the student(s) will be on vacation



5. Select the following option for How to use vacation days?:

- Vacation - Deduct From Vacation Days - allows staff to enter a vacation for a child that deducts from their allotted vacation days
- Vacation - Do Not Deduct From Vacation Days - allows staff to enter a vacation for a child and does NOT deduct from their allotted vacation days
- Subtract from Available Vacation Day(s) - allows staff to reduce the number of available

vacation days for a child. Select the date within the Vacation Cycle to subtract days from. The date selected will apply the changes to the entire Vacation Cycle configured under Setup > Vacation. Then, enter the number of days to subtract.

- Add Additional Vacation Days - allows staff to increase the number of available vacation days for a child. Select the date within the Vacation Cycle to add days to. The date selected will apply the changes to the entire Vacation Cycle configured under Setup > Vacation. Then, enter the number of days to add.

6. Click Save Request

7. Enrollment List displays the programs the students are currently enrolled in and their vacation balances

Enrollment List										
Child Name	Vacation Cycle Date	Current Room	M	T	W	TH	F	Status	Days Remaining	
Stephanie	Feb 15, 2019	Parent Managed Registration							0	
		Infants	✓	✓	✓	✓	✓		0	
		PM Latchkev								

8. Vacation Summary - once the vacation request is saved, the requested vacation days will display in this section

Vacation Summary			
Child Name	Date	# of Days	Status
✗ Stephanie Miller	05/31/2019	1	APPR
✗ Stephanie Miller	06/08/2019	1	APPR
✗ Stephanie Miller	06/16/2019	1	APPR

9. Family Portal Requests - this section displays pending requests submitted from the parent portal, is applicable

Family Portal Requests						
Child Name	Vacation Start	# of Days	Requested By	Request Date	Approved By	Status
Carson Miller	02/08/2019	1	stevemiller1	02/05/2019		P

## Reservation Weeks

If a site tracks reservation weeks, follow the steps below:

1. From the Vacation tab, click Actions

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay **Vacation** Financials Receipts Merge

**Vacation Request** Actions ▾

Select one or more child

Carson Miller  
Stephanie Miller  
Steven Miller

Vacation Start Date

Number of Days of Vacation

How to use vacation days?

Vacation - Deduct From Vacation Days  Vacation - Do Not Deduct From Vacation Days  Subtract Vacation Day(s)  Add Vacation Day(s)

2. Then select Reservation Weeks

Actions ▾

Reservation Weeks

3. Existing reservation weeks will display in the Reservation Weeks section

4. To add reservation weeks, complete the Add/Edit Reservation Weeks section

**Add/Edit Reservation Weeks**

Reservation Week Date: 07/01/2019 Student: Brown, Stephanie

Comments

Save

- Reservation Week Date - select the week start date

Reservation Week Date

07/01/2019

- Student - select the student from the drop-down

Student

Brown, Stephanie

- Comments - enter any necessary comments in the comment field

5. Click Save. A confirmation box will display, click OK

Reservation was successfully saved.

OK