

MAKE UP DAY POLICY

Make up days are not mandatory within the early childhood service, however, we believe it is important to work in collaboration with families and assist where possible. Make up days will be at the discretion of management and dependent upon licensing requirements and ratios.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service’s operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

RELATED POLICIES

Enrolment Policy	Governance Policy
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PURPOSE

‘Make up days’ are days whereby a child attends the service to ‘make up for’ an absence due to illness or holidays. At the discretion of management, make up days are a benefit that families are able to access under certain circumstances, which include maintaining legislative requirements and staff: child ratios.

SCOPE

This policy applies to management, educators, and families of the service.

IMPLEMENTATION

- Make up days may be available for families if their child has been absent due to illness or holiday.
- Make up days are only available in the same week of care due to our weekly lodgement program.
- To be eligible for a make up day, the family is required to contact management prior to the day the child will be absent, advising management if the absence is due to illness or holiday. This allows

management to offer the child's placement to another child who is on the waiting list or requires occasional care.

- The family can then select a make up day, subject to availability, in the same week of care.
- If the family has not requested a specific day or their preferred day is unavailable, they can have their child's name placed on a waiting list. The family is then required to contact management prior to the day they wish to use the make up day to check availability.
- A child needs to be absent from the same age group as the child taking a make up day. This is to ensure compliance with licensing and ratio requirements.
- Priority will be given to those who have been absent due to illness, as keeping a child at home when she/he is sick helps to reduce the spread of infection.
- There is no limit to the amount of make up days per child/calendar year that are available. However, make up days do not accrue and can only be used in the same week of care.
- Any make up days that are not used by the end of each week will be forfeited.
- The service takes no responsibility, nor will a refund be given for make up days that have been unable to be used.
- Make up days that are booked in and missed without notifying the service the day prior to the arranged make up day for whatever reason, will be forfeited.
- As the service is not obliged to give make up days, refunds will not be given for absences where the family chooses not to take an offered make up day.
- If circumstances prevent the service from offering a make up day, refunds for absent day/s will not be given.
- If a family terminate their child's position, all make up days are forfeited without a refund of fees paid for absences.

Sources

Australian Children's Education & Care Quality Authority. (2014)

Belonging, Being and Becoming: Early Years Learning Framework for Australia. (2009)

Early Childhood Australia Code of Ethics. (2016)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017)

Guide to the National Quality Standard. (2017)

Revised National Quality Standard. (2018)

REVIEW

POLICY REVIEWED	May 2019	NEXT REVIEW DATE	May 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Grammar, punctuation and spelling edited • Wording 'corrected' • Related policies added • Sources updated 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
December 2018	<ul style="list-style-type: none"> • Additional information added to points • Points added • Sources/references alphabetised • Spellcheck changed to English (Australia) 	December 2019	
October 2017	Updated the references to comply with the revised National Quality Standard	May 2018	
May 2017	Minor terminology adjustments made	May 2018	