

ADDITIONAL 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. Although the Centre doesn't offer make up days for absences, where possible an additional day may be added to your child's regular week to assist with unforeseen commitments.

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

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|------------------|-------------------|
| Enrolment Policy | Governance Policy |
|------------------|-------------------|

PURPOSE

'Additional Days' are days whereby a child attends the Service for an extra day to the child's regular weekly booking. 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

- Additional days may be available for families if their child needs care due to unforeseen circumstances
- A child needs to be absent from the same room as the child taking the additional day. This is to ensure compliance with licensing and ratio requirements.
- Additional days will be charged to your account.

- To be eligible for an additional day, the family is required to contact management as soon as they can. This allows management time to check attendances and utilisation to ensure compliancy.
- Additional days that are booked in and missed without notifying the Service prior to 9 am on the arranged day for whatever reason, will be charged to your account.

Source

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 | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE |
|-------------------------|------------------------|------------------|
| New Policy Sept 2019 | N/A | September 2021 |