

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 circumstances.

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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
158	Children's attendance record to be kept by approved provider
168	Education and care service must have policies and procedures

RELATED POLICIES

Enrolment Policy	Governance Policy
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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, additional days are a benefit accessible to families under certain circumstances, which includes maintaining legislative requirements and staff to child ratios.

SCOPE

This policy applies to the approved provider, nominated supervisor, management, educators, staff and families of the Service.

IMPLEMENTATION

- Additional days *may* be available for families if their child needs care due to unforeseen circumstances.
- Families are requested to alert the Centre if their child is going to be absent. This allows management to offer the place to another child needing additional care, whilst keeping within the required ratios
- 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 will be charged to your account.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Additional Day Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Early Childhood Australia Code of Ethics. (2016).
[Education and Care Services National Regulations](#). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Maeve Rundle	Director/Owner	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024