

# 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

## 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

'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

accessible to families under certain circumstances, which includes maintaining legislative requirements and staff to 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 holidays.

- to be eligible for a make-up day, the family is required to contact management before 8am on the day the child will be absent, advising management if the absence is due to illness or planned holiday. This allows management to offer the child's place to another child who is on the make-up day waiting list or requires occasional care.
- if the family has not requested a specific day but had their child's name placed on the makeup day waiting list, they are required to contact management between 8-9 am on the day they wish to use the make-up day offer
- a child needs to be absent from the same age group as the child utilizing a make-up day to ensure compliance with licensing and educator to child ratio requirements.
- priority will be given to those children 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 within our Service
- a maximum of 8 make-up days per child per financial year is available for families
- any make-up days that are not used by the end of the financial year 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, or absences which exceed the 8 make up day condition
- make-up days that are booked in and missed without notifying the Service prior to 8 am on the arranged make-up day for whatever reason, will be forfeited
- a doctor's certificate must be produced for the enrolled absence in order to be eligible for a make-up day as the Service is not obliged to provide 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 terminates their child's position, all make-up days are forfeited without a refund of fees paid for absences.

#### Source

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

Australian Government Department of Education, Skills and Employment. *Belonging, Being and*

*Becoming: Early Years Learning Framework for Australia.* (2009).

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations.](#) (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National

Regulations. (2017).

Guide to the National Quality Framework. (2017). (amended 2020).

Star Kids Long Day Care & Preschool

REVIEW:

<b>POLICY REVIEWED</b>		<b>NEXT REVIEW DATE</b>	
<b>POLICY REVIEWED</b>	MAY 2025	<b>NEXT REVIEW DATE</b>	MAY 2026
<b>POLICY REVIEWED</b>	MAY 2023	<b>NEXT REVIEW DATE</b>	MAY 2024
<b>POLICY REVIEWED</b>	MAY 2022	<b>NEXT REVIEW DATE</b>	MAY 2023
<b>POLICY REVIEWED</b>	MAY 2021	<b>NEXT REVIEW DATE</b>	MAY 2022
<b>POLICY REVIEWED</b>	MAY 2020	<b>NEXT REVIEW DATE</b>	MAY 2021
<b>POLICY REVIEWED</b>	MAY 2019	<b>NEXT REVIEW DATE</b>	MAY 2020
<b>POLICY REVIEWED</b>	DECEMBER 2018	<b>NEXT REVIEW DATE</b>	DECEMBER 2019
<b>POLICY REVIEWED</b>	OCTOBER 2017	<b>NEXT REVIEW DATE</b>	MAY 2018
<b>POLICY REVIEWED</b>	MAY 2017	<b>NEXT REVIEW DATE</b>	MAY 2018