

# 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 public 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 public holidays.

- if the family has not requested a specific day but had their child’s name placed on the make-up 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 utilising a make-up day to ensure compliance with licensing and educator to child ratio requirements
- any make-up days that are not used by the end of the calendar 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
- 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
- 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 a family terminates their child’s position, all make-up days are forfeited without a refund of fees

### 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).  
 Revised National Quality Standard. (2018).

### REVIEW

POLICY REVIEWED	OCTOBER 2021	NEXT REVIEW DATE	OCTOBER 2022
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Minor edits</li> <li>• related National Regulations added</li> <li>• page numbers added</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MAY 2020	minor editing and formatting minor editing/word changes updated source reference	MAY 2021	
MAY 2019	Grammar, punctuation and spelling edited Wording ‘corrected’ Related policies added Sources updated	MAY 2020	

DECEMBER 2018	Additional information added to points. Points added (Highlighted). 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