

MAKE-UP DAY POLICY

Make-up days are not mandatory within Dalas Family Day Care 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 the Family Day Care educator 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	
159	Children's attendance record to be kept by family day care educator
168	Education and care service must have policies and procedures

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved

Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved
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RELATED POLICIES

Enrolment Policy	Governance Policy
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PURPOSE

‘Make-up days’ are days whereby a child attends the Family Day Care Service to ‘make-up for’ an absence due to illness or holidays. At the discretion of the FDC educator, make-up days are a benefit accessible to families under certain circumstances, which includes maintaining licenced number of children requirements and staff to child ratios.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, and families of the Family Day Care 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 the FDC educator before 8am on the day the child will be absent, advising if the absence is due to illness or planned holiday. This allows the FDC educator 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 make-up day waiting list, they are required to contact the FDC educator between 8-9 am on the day they wish to use the make-up day offer
- 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 within our FDC Service
- a maximum of 8 make-up days per child per calendar year is available for families
- any make-up days that are not used by the end of the calendar year will be forfeited
- the FDC 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 FDC Service/FDC educator 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 FDC Service/FDC educator is not obliged to offer 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 FDC Service from offering a make-up day, refunds for absent day/s will not be provided
- 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).

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED BY	Shamsa Hassan	Approved Provider	
POLICY REVIEWED	MAY 2021	NEXT REVIEW DATE	MAY 2022
MODIFICATIONS	• policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
MAY 2021	• added National Regulations • minor additions- re: Family Day Care educator		MAY 2022
MAY 2020	minor editing and formatting minor editing/word changes updated source reference		MAY 2021

MAY 2019	New policy drafted for Family Day Care Services	MAY 2020
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