

# Casual Day Policy

Make up days are not mandatory within Children's Services, however we believe it is important to work in collaboration with families and assist where possible

## National Quality Standards (NQS)

Quality Area 7: Leadership and Service Management	
7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
7.2	There is a commitment to continuous improvement.
7.3	Administrative systems enable the effective management of a quality service.

## PURPOSE

Casual days are a benefit that under the discretion of Management, families are able to book when places are available.

## SCOPE

This policy applies to management, educators and families of the Service.

## IMPLEMENTATION

- Booking for casual days families need to contact management before 2:00 pm on the day required or bookings can be made one week in advance.
- Booking requests need to be made via email request.
- Management staff will reply via confirmation email on the status of the booking.
- Ensure compliance with licensing and ratio requirements (child/educator).
- Parents will be eligible for fees for casual days booked even if children do not turn up for the session.
- Families are allowed 42 absent days a year with subsidy funding. After this period families will pay full fees without any fee reductions. This period runs for 1 calendar year from July – July.

## Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Early Years Learning Framework for Australia: Belonging, Being and Becoming

## Review

Policy Review Date
October 2019