

10.2 ALTERNATE CARE

Policy:

Mackay Family Day Care Scheme endeavours to provide families with a reliable childcare service.

In the event of an Educator taking leave or requiring unplanned time off, the following procedures must be followed.

Procedure:

1. The Educator must notify the co-ordination unit and parents/guardians that they intend to take leave, providing a minimum of two weeks'
2. In the event of an educator needing to take time off at short notice, they must notify parents/guardians and co-ordination unit staff of the need for time off, providing as much notice as possible.
3. If an educator is on leave she/he cannot accept any children into care.
4. Educators are able to arrange alternate care for their families if they wish to do so. If this occurs the child's usual educator must inform the office of the details, giving staff as much notice as possible to ensure sufficient time to update bookings
5. When educators take planned leave, they are required to inform parents/guardians that they will need to contact the co-ordination unit, without delay if alternate care is needed and has not already been arranged by the educator.
 - Parents/Guardians should contact the co-ordination unit to request alternate care.
 - If alternate care is requested every effort will be made by the co-ordination unit to offer the best possible alternative placement for their child. However, the availability of alternate care is dependent on educator vacancies, so placement cannot be guaranteed.
 - The co-ordination unit will not arrange alternate care if fees are owing for care already provided.

Once alternate care has been arranged:

1. A staff member will email the educator providing alternate care a copy of the child's enrolment form, including any medical action plans or risk minimisation plans.
2. The educator providing alternate care must give the parent a copy of their current fee schedule.
3. The educator providing alternate care must sign and return a copy of any risk minimisation plan prior to the alternate care taking place.
4. Staff will inform the educator providing alternate care if they or the usual educator are responsible for charging the family levy.

Date Implemented	Review Date	Date Updated	Source
2009 September	2011 March 2012 September 2014 March 2015 September 2018 May 2019 November 2021 September	2016 November 2020 March	N/A