

ADDITIONAL CHILD FREE DAY

Version 1.0

PURPOSE

The purpose of this policy is to provide an additional child free day to be taken by the staff on the Monday prior to Melbourne Cup Day. This child free day is paid in lieu of un-paid time spent by staff performing “set up” duties throughout the pre-school year. The day is provided to staff in addition to child free provisions already provided by VECTAA.

POLICY STATEMENT

VALUES

Woodridge Pre-school is committed to:

- providing a varied and developmentally appropriate educational program with a clean, stimulating environment that changes with the needs of the children.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Woodridge Pre-school.

RESPONSIBILITIES

The approved provider and persons with management or control (PMC) is responsible for:

- Approval of any additional expenditure or resources that impact on the organisation’s finances

The nominated supervisor and persons in day-to-day charge is responsible for:

- The implementation of this policy
- Reporting any problem to the Committee relating to the implementation of this policy.

PROCEDURES

- Two - three staff set up during the holidays, logged as unpaid hours of duty
- Set up hours are determined by individual staff who work on Mondays
- Staff to be given the day before Melbourne Cup Day as paid holiday in lieu of the set-up.
- If staff are unable to undertake the set up (*refer to Definitions*) during the holiday period staff can elect to allocate their paid hours (that would normally fall on the Monday before Melbourne Cup Day) to another staff member who performs unpaid set up.

BACKGROUND AND LEGISLATION

BACKGROUND

This policy has the objective of recognising the inherent difficulties for staff who within the context of their work are required to carry out what is considered essential non-teaching duties.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- VECTAA 2009

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the *Definitions file*.

VECTAA: Victorian Early childhood Teachers and Assistants agreement

Set up: During each term break the pre-school environment is cleaned thoroughly. Carpets are steam-cleaned and floors sealed and polished. Preparation necessitates cleaning and re-setting the environment for staff and children, is constantly maintained and takes into account the importance of providing pre-school children with varied and stimulating interest areas.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- Nil

AUTHORISATION

The policy was adopted by the Approved Provider of Woodridge Pre-school on 27 March 2025

REVIEW DATE: March 2028