

PROSPECTIVE EDUCATOR'S PACKAGE

Thank you for your interest in Bega Valley Family Daycare.

This information package will give you an outline of what becoming a registered Educator entails.

WHAT IS FAMILY DAYCARE?

Family Daycare is childcare that takes place in the Educators home. A home environment is often chosen by families who prefer small groups and close contact with only one care giver.

When a prospective Educator applies to be registered there is an assessment and application process to determine the suitability of the applicant and the home.

Most family homes are able to comply with the regulations for Family Day Care. Bega Valley Family Daycare can assist prospective Educators to assess their home and advise on meeting these requirements.

JOB DESCRIPTION AND SELECTION CRITERIA

Knowledge and Experience

- Ability to program and provide appropriate play experiences for children in care
- A positive approach to behaviour guidance
- A basic level of English literacy to understand and complete required administration tasks
- Knowledge of good nutrition, health, hygiene and safety
- Demonstrated ability to respond to children in an appropriate manner
- Ability to use/learn to use basic electronic media.

Personal Skills

- Able to work cooperatively and positively within the Family Day Care scheme
- Demonstrated ability to communicate effectively with children and adults
- Acceptance of diversity, inclusive practices and respectful of families including cultural or religious practices, disabilities and additional needs
- Acceptance of the right of each child to learn and grow in an environment, which is warm, safe and stimulating
- Willingness to learn effective child care practices
- Awareness of the importance of professional development and continuous improvement

Qualification Prior to Commencement

- Either have or be actively working towards Certificate III in Children's Services
- Current approved First Aid, Anaphylaxis and Asthma qualification
- Successful completion of the Bega Valley Family Day Care Induction and orientation Training

Mandatory Requirements Prior to Commencement

- Applicant must be 18 years of age or over
- Working with Children clearance for the applicant and any other residents in the home over the age of 18
- Final Home Risk Assessment
- Obtain an Australian Business Number (ABN)
- Public Liability Insurance

Professional Development Commitment

- Participation in a minimum of 2 outside of business hours training sessions per year
- Child Protection Training is mandatory

After initial and then ongoing training you will:

- Enjoy working and interacting with children;
- Meet children's diverse age related needs, in their development and their play;
- Plan and organize daily play activities for the children in care;
- Interact with the Supervisor and the Child Development Officers in ensuring that all the children's developmental needs are met;
- Observe, note and advise the Scheme's Supervisor and the family of any concerns relating to the child;
- Help families to implement any necessary on-going activities for children with extra needs;
- Work unsupervised, and manage changing situations;
- Interview families referred by Bega Valley Family Day Care, and facilitate the placements;
- Work within the current State and Australian Government Childcare legislation, regulations and Early Years Learning Framework;
- Perform Administrative tasks, including keeping records of attendance, attending family records, and personal records;

WHAT HAPPENS AFTER THAT INITIAL INTERVIEW?

We suggest that you read all the information we have given you and discuss with your family what it would mean if you became an Educator.

Family Day Care workers are professionals doing a very important and much needed job. Your own family members may have some questions about what it means for them to have you work from home. Please ask them to read the information supplied so that they are aware of what it will mean to have a Childcare service in their home. All members of your family need to be comfortable with the work you will be performing from their home. You need to be certain that you have the support of your family before undertaking this type of work.

WHAT PAPER WORK WILL I NEED TO COMPLETE?

If you decide that you wish to proceed with an application, fill in the attached paper work as detailed below and contact the office for a further interview and Home Risk Assessment.

- You need to complete an Application for Registration as an Educator.
- You need to attach a reference from a recent workplace if possible, or a written personal reference.
- You also need to have 2 personal referees complete your reference forms.

- You, and any member of your family or other adults over 18 residing in your home, will need to complete an online application for a Working With Children clearance. Go to <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check/New-Working-with-Children-Check> Once you complete the application you will be given an Application Number which you must take to your local Roads and Maritime Authority office with ID. The RMA will process your application and you will be informed by mail or email of the outcome.

WHAT ARE THE EXPENSES INVOLVED IN BECOMING A REGISTERED EDUCATOR?

You need to have current approved qualifications in first aid, asthma and anaphylaxis management for the duration of your work as a registered Educator. Certificates are current for 3 years from date of successful completion. A list of approved qualifications is available from the Co-ordination Unit.

You will need Public Liability Insurance specific to Childcare. This will cover you, not only in the home and immediate surroundings, but also while you are out with the children you have in care. ***You cannot begin Family Day Care work without this insurance.***

The Supervisor of the Scheme will provide you with all the forms you need to get insurance coverage if your application is successful.

You will need suitable First Aid Kits, for use in your service and on excursions. Unless you already have them, you will need smoke alarms, a fire extinguisher and a fire blanket.

First Aid Kits and fire equipment can be purchased through Family Day Care.

Bega Valley Family Day Care make available to new Educators small loans on request to help with set up costs.

DO I NEED TO OWN MY HOME TO BE ABLE TO BE REGISTERED?

No, you can work from a rented home, but you must obtain permission from the owner of the premises (or through your rental agency) before you start work.

HOW 'SAFE' DOES MY HOME HAVE TO BE?

Safety of your home involves a lot of common sense. Please read the "Home Risk Assessment Check List" in your information package. The Home Risk Assessment Check List is based on Department of Community Services Regulations and the Scheme's policies.

Children must be cared for in a safe environment. They must not have access to dangers such as stairs, medicines and any other dangerous items. They need to play in a safe area, so you will need a fenced back yard or garden. Your animals need to be separated from the children while they are in care.

A member of the staff from the Co-ordination Unit will visit you in your home and do a Home Risk Assessment check. This is a detailed check of your premises and outdoor area.

We use a lot of common sense, but the most important thing is that we are certain you and the children placed in your care will not be at risk. Any changes needed are noted and you receive a copy of this list. When any changes required are complete you are ready to have children in your care.

DO I NEED FORMAL QUALIFICATIONS TO BE A REGISTERED EDUCATOR?

All Educators must either already have or be enrolled and actively working towards Certificate III in Children's Service. This takes about two terms to do via TAFE, with most of the work observed in your home while you are working and assignments. There are no exams! Or this Certificate can be done by distance learning at the Educators own pace.

Loans for TAFE or other learning organizations are available to Educators. In the meantime you do not need to have formal qualifications to start as an Educator. You do need to like children and enjoy working with them. You also need to have had experience working with children, or with your own family members. Knowledge of Early Childhood development is very valuable in running your childcare service.

Bega Family Day Care provides initial orientation and induction training and ongoing training throughout the year.

Educators must agree to attend at least two training sessions per year [in addition to the initial training]

The staff at the Co-ordination Unit will help you set up for Family Day Care, and will give you all the initial information you need to program your days for childcare.

HOW DO I PROGRAM MY DAYS?

The curriculum or program is the child's total experience from the time the child arrives until they leave. All dimensions of the curriculum – the indoor and outdoor environments, routines such as eating, resting and sleeping, arriving and leaving, dressing, toileting and nappy changing, conversations and interactions between children and educators and between children as well as activities provided, offer learning and development opportunities.

An ongoing cycle of planning, documenting and evaluating children's learning underpins the educational program and involves educators in critically thinking about what is offered and why.

Our Child Development Officers will help you with information, resources and lots of ideas, when you start as a new Educator. They will also be there to support you throughout your time as a Registered Educator.

WHAT ABOUT EQUIPMENT? WHAT WILL I NEED?

You will need to set up an area of your home, indoor and outdoor, with activities for the children. It is expected that new Educators have some basic toys, books, puzzles etc to start doing care and to have set up these areas in an attractive child friendly way. As you begin to receive an income from your Day Care Service, it is expected that you acquire more equipment as you go along. All equipment purchased for your Day Care business is tax deductible.

The Co-ordination Unit can provide you with the following:

- * Cots, low beds, car seats, double strollers and low chairs
- * Toys – indoor and outdoor, books and puzzles

Some limitations due to demand apply.

HOW MANY CHILDREN AM I ALLOWED TO CARE FOR?

The Regulations allow you to have a total of 7 children in care, including your own at any one time. Within this group Educators may have no more than 4 children of pre-school age or under and no more than of 2 under the age of 2 years.

Child Care placements must be approved by the Co-ordination unit and are at the discretion of the Supervisor.

WILL I BE AN EMPLOYEE OF BEGA VALLEY FAMILY DAYCARE?

No, you are not an employee. You are self-employed, contracted to our Scheme for the duration of your registration. Therefore you are running a small business. If you are accepted for Registration as an Educator, you will sign a contract with our Scheme. The conditions of the contract are clear and straightforward. This contract will be given to you to consider and sign prior to starting your work as an Educator.

HOW MUCH WILL I EARN AS A EDUCATOR?

The total of your earnings is directly related to how many children you have in care. It is also related to how many hours you work, and how many days per week you are open for work.

Bega Valley Family Day Care has independent fee setting – that is Educators set their own fees. The Scheme can provide information on average fee structures and conditions. The Scheme has an administration fee which is charged to parents. This is the parents' contribution to the running of the Co-ordination Unit.

Our Scheme policy requires that Educators are prepared to work a minimum of 3 days per week but they may choose their service opening hours. Hours/days of work may build gradually over the first year as an Educator.

New Educators should allow up to 6 months from starting Childcare before they have significant child placements, but new Educators often fill their service much faster than this. Bega Valley Family Daycare cannot guarantee that your service will be full at all times. Educators need to be proactive in promoting themselves in their local area. The Co-ordination Unit can assist in providing brochures, posters and ideas for promotion.

WHAT HELP DO I GET FROM THE CO-ORDINATION UNIT?

- * We will answer all the questions you may have on how to set up your home for Family Daycare.
- * We will refer families to you.
- * We will process attendance timesheets for you each payment period. [Fortnightly]. and provide help with information on calculations and payments.
- * We will provide you with regular back up visits from an Early Childhood trained Child Development Officer.
- * We will offer training workshops.
- * Craft supplies are available for purchase from the Co-ordination Unit.

- * Playgroups are organized by the Co-ordination Unit staff throughout the Shire.
- * We will provide you with resources and information relating to early childhood.
- * We will provide ongoing support with the running of your childcare business.

HOW LONG WILL IT TAKE TO BECOME A REGISTERED EDUCATOR?

The minimum time will be 6 to 8 weeks; depending on how long your "Working with Children" checks take.

New Educators must have their Public Liability Insurance and approved First Aid, and Emergency Asthma and Anaphylaxis Certificates prior to commencing care.

You must attend 3 to 4 days of training at our office in Administration, Scheme Policies and Procedures, Child Protection, Regulations and National Quality Framework and have a home visit from a Child Development Officer before starting care.

All Home Risk Assessment changes must also be complete before children come into care in your home.

WHAT IS THE NEXT STEP?

Return your completed forms to us. Your application will then be processed and we will let you know if you have been a successful applicant.

NB: Bega Family Day Care reserves the right to decline any application.

FAMILY MEMBERS INFORMATION



There are a great many advantages to running a Family Day Care Childcare service including working from home whilst earning an income, no traveling to work expenses and the tax advantages available to those running a home based business.

Educators receive training and assistance from the Co-ordination unit.

SPOUSE/PARTNER and CHILDREN OF THE FAMILY DAY EDUCATOR

It is very important for members of the Educators household to understand what it will mean to **them** to have a Childcare business run from their home.

For the new Educator to be successful it is vital that they have the full support and co-operation of their family.

RUNNING A FAMILY DAY CARE BUSINESS FROM HOME MEANS:

- The family home becomes a Childcare business during the hours that the Educator is working.
- Educators must be prepared to re-invest some income into resources for their childcare business.
- The areas of the home designated for use by the Day Care children must be set up for Family Day care during those hours. This would include indoor play spaces, bedrooms used for rest times, toilet/bathroom and the outdoor area that is to be used by the children.
- The Educator must be fully involved in the care of the children during those hours.
- Family members must be prepared to share these areas with the Day Care children.
- There are some limitations to visitors to the home during the hours the Educator is working.
- Complying with regulatory requirements for the home and annual Home Risk Assessment.
- Co-ordination Unit staff visit the Educators home regularly during the Educators working hours.