

# BEGA VALLEY FAMILY DAY CARE

## Educator Information Booklet



*Where  
Nature & Nurture  
Are at Home*

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## PROSPECTIVE EDUCATOR INFORMATION

Thank you for your interest in becoming an Educator with Bega Valley Family Day Care.

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

### WHAT IS FAMILY DAY CARE?

Family Day Care is a network of approved Early Childhood Educators and Care professionals who provide child care for other people's children in their own homes. Educators are carefully selected and supervised, and operate under the Education and Care Services National Regulations. Educators and Coordination Units are assessed and rated against the National Quality Standard to ensure quality and continuous improvement. Children aged between the age of 6 weeks and 13 years are nurtured in a small group setting and through the Educators individualised programming, and are encouraged to continuously build their skills and knowledge.

### THE ROLE

In this role you will be responsible for:

- Programing and providing appropriate play experiences for children in care.
- Creating play spaces and engaging activities related to the child's interests and needs.
- Guiding children's behaviour.
- Developing relationships with families where they are informed, consulted and supported in regards to their child's development and learning.
- Providing a safe and nurturing environment.
- Practicing good nutrition, health and hygiene.
- Performing administrative tasks including keeping records.
- Maintaining communication with the office and providing required documentation promptly.
- Complying with ECEC Law and Regulations, and BVFDC policies and procedures.
- Actively engaging in professional development and continuous improvement.

### SELECTION CRITERIA

- Applicants must be over 18 years of age.
- Willing to apply for Working with Children clearance for the applicant and any other residence in the home over the age of 18.

- Willing to apply for Criminal Record Check for the applicant.
- Certificate III in Children's Services or be willing to actively work towards.
- Current approved first aid, anaphylaxis and asthma qualification (HLTAID004).
- Ability to work cooperatively and positively within the Family Day Care scheme.
- Ability to work independently, and manage changing situations.
- Self-motivated
- Demonstrated ability to communicate effectively with children and adults.
- Provide inclusive practices including cultural, religious and additional needs.
- Knowledge of Code of Ethics and the UN Convention Rights of the Child.
- Willingness to participate in professional development.

## **BENEFITS OF BEING AN EDUCATOR**

There are many benefits in becoming a Family Day Care Educator:

- Earning an income while working from home.
- No travelling to work expenses
- Tax advantages of running a home based business.
- Flexibility, choose the days and hours you want to work.
- Building relationships with children, families and community.
- Networking with other Educators within the service.
- Care for your own children and balance your family needs.
- Establish your own financially rewarding business, with the full support and guidance of a local co-ordination unit.

## **WOULD MY HOME BE SUITABLE?**

Many different types of houses are suitable for Family Day Care. The most important thing is your home provides a healthy and safe environment for the children in your care. Co-ordination unit staff conducts home safety inspections on all prospective and current Educators at least annually.

There is no need to own your own home, you can work from rented premises, but you must obtain permission from the owner of the premises or from your rental agency before you start work, (see Tenants that Care fact sheet).

If your premises are located in a bush fire prone area a BAL assessment and development application will be required prior to registration. You can check if your land is in a bushfire prone area at [www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/planning-for-bush-fire-protection/bush-fire-prone-land/check-bfpl](http://www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/planning-for-bush-fire-protection/bush-fire-prone-land/check-bfpl)

The Education and Care Services Regulations state:

That the Family Day Care service must conduct a risk assessment on each Educator's house that includes;

- Suitability of the residence
- All Glass below 1 metre must be safety glass.
- Fencing – 1.2 metres
- The existence of any water hazards.
- The risks posed by any animals.
- The suitability of nappy change, toileting and sleeping arrangements.
- Stairs

Please read the Home Risk Assessment Checklist in your information package for further details.

## **YOUR BUSINESS**

The success of your business is reflected in the time you put in. Bega Valley Family Day Care requires potential Educators to be willing to work a minimum 3 days per week, unless otherwise approved by the Committee. 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 be given a contract to consider and sign. You as the Educator set the number of hours you wish to work each day taking into consideration parents' requirements. The types of care you may like to provide could be, day care, before and after school care, weekend care or overnight care.

## **FAMILY MEMBERS INFORMATION**

It is very important for members of the Educator's 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 cooperation of their family. This includes;

- The family home becomes a child care business during the hours that the Educator is working.
- Educators must be prepared to reinvest some income into resources for their business.
- The areas of the home designated for the 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 time, toilet and 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 in 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 work hours.
- Complying with regulatory requirements for the home and annual home risk assessments.
- Co-ordination Unit staff visit Educators homes regularly during work hours.

## WHAT ARE THE SETUP EXPENSES?

- You need to have a current approved first aid, asthma, and anaphylaxis management certificate (HLTAID004) for the duration of your work as a registered Educator (costs vary).
- A current Working with Children Check clearance that enables you to do paid work with children (approximately \$80). [www.kidsguardian.nsw.gov.au/](http://www.kidsguardian.nsw.gov.au/)
- Criminal Record Check \$45.00 [www.fdcapolicechecks.com.au/](http://www.fdcapolicechecks.com.au/)
- All Educators are required to hold current Family Day Care Public Liability insurance (approximately \$480). This will cover you, in the home and on your premises, and while you are out with the children you have in care. You cannot begin Family Day Care without this insurance. [www.fdca.com.au](http://www.fdca.com.au)
- If your premises have been identified as being in a bush fire prone area council application fees may apply, (please discuss with Coordination Unit Staff).
- Educators are considered self-employed and must register with the Australian Taxation Office for and ABN. It is the Educators own responsibility to declare their earnings.
- Prospective Educators will need to register an account with PRODA [www.proda.humanservices.gov.au/](http://www.proda.humanservices.gov.au/)
- You will need suitable first aid kits for use in your service and on excursions.
- Smoke alarms must be installed and you must have a fire extinguisher and fire blanket. These need to be professionally checked every 6 months.
- Printer, Ipad or laptop, mobile phone for excursions, access to an email address and Facebook.
- Any identified items on your home risk assessment e.g. fencing, glazing etc.

You will need to set up an area of your home both indoor and outdoor with activities for the children. It is expected that new Educators have some basic toy, books, puzzles etc. to start doing care, and to have your environment set up in an attractive child friendly way. As you begin to receive an income from your business, 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 lend you cots, low beds, car seats, double strollers, low chairs, toys for indoor and outdoor, books, and puzzles.

## **HOW MANY CHILDREN CAN I CARE FOR?**

Each Educator may have up to 7 children in care – this includes your own children. There must be no more than 4 under school age children – including your own. You may also care for school age children either before/after school or during the holidays, but there is to be no more than 7 children in total in care at the same time. The number of children aged less than 1 year is also limited to 2. How you make up your group is totally dependent upon what age you want to care for and how many you wish to care for, provided you adhere to the above requirements. Educator’s children are included in number ratios up until they are 13 years old.

## **HOW MUCH CAN I EARN?**

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. Bega Valley Family Day Care has independent fee setting – that is Educators set their own fees within the scheme guidelines. The scheme can provide information on 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 coordination unit.

New Educators should allow up to six month from starting their service before they have significant child placements, but often your service will fill much faster than this. Bega Valley Family Day Care 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, Facebook exposure and ideas for promotion.

## **CO-ORDINATION UNIT**

Family Day Care Co-ordination Unit staff are available to support Educators. Our Early childhood trained Child Development Officers (CDO’s) make regular visits to each family day care to ensure The National Quality Standards and Education and Care Services Regulations are maintained, and to offer support with any problems, make suggestions on programming, discuss concerns about a child’s development, and are a mentor and support person. The Co-ordination Unit also provides playgroups, training opportunities and meetings.

The administration staff helps refer families to your service, assists families with the enrolment process and advises parents on how to access government subsidies. The administration staff will process your attendance records and co-ordinate payments.

## HOLIDAYS, SICKNESS & TIME OFF

You are at liberty to take holidays at any time throughout the year; however you should provide the Co-ordination Unit and your families with as much notice as possible (minimum 2 weeks). We will, to the best of our ability arrange alternative placement of children in your care for the period of absence in the case of sickness or holidays.

## STEPS TO BECOMING AN EDUCATOR

There is no minimum time that it takes to become registered as an Educator; each application varies based on the individual requirements.

1. Complete & return the BVFDC Application Form.
2. References are checked.
3. Home Risk Assessment and interview by Co-ordination Unit to ensure that the prospective Family Day Care home is a safe environment and complies with Education and Care Services National Regulations.
4. Apply for a Working with Children Check for all adults 18 years and over residing on the Educators premises, and provide the clearance numbers to the Co-ordination Unit for verification.
5. Attend orientation training sessions at the Co-ordination Unit.
6. Provide Co-ordination Unit with a completed Approved First Aid, Asthma and Anaphylaxis Certificate.
7. Provide co-ordination unit with your Certificate III in Children's Services, or evidence of actively working towards achieving this qualification (evidence required).
8. Obtain and provide Co-ordination Unit with ABN Number, Family Assistance Office Customer Reference Number (CRN) and PRODA number.
9. Obtain Public Liability Insurance.
10. Set Fee Schedule and other administrative requirements.
11. Final Home Risk Assessment completed.
12. Sign and return Contract.
13. Registration Certificate Issued.

Bega Valley Family Day Care reserves the right to decline any application