

# **Practical considerations before offering Family Day Care**

## **In Your Home**

Being a Family Day Educator is a rewarding and responsible job. Before deciding to offer day care for children in your home, you should ask yourself a number of questions which will help you determine if family day care is really for you.

### **Ask yourself the following:**

- Am I passionate and committed about quality care and education for children
- Am I 21 years or older and able to commit for at least 12 months?
- Am I fit and healthy and free from any medical condition or dependency on medication or substance that could affect my ability to care for children?
- Do I have a minimum of Certificate III in children's service or willing to study whilst working to achieve this?
- Can I offer a nurturing, family-focused environment at home?
- Do I have the relevant experience of caring for children?
- Am I professional in my approach ?
- Can I offer flexibility for the children and families in my care?
- Are my communication skills good, and do I foster relationships?
- Am I happy to develop and educate children in a learning environment?
- Will my own children and family benefit from offering Family Day Care services?
- Am I proficient in using the Internet, computer, smartphone/Tablet devices and do I have a reliable multi-functional media Centre: printer, scanner, computer and mobile.

### **Maintaining Quality Care:**

Family Day Care Educators are required to provide and maintain a quality childcare service in a safe, healthy, nurturing, friendly home environment.

**This includes adhering to:**

- Current National Regulations
- Occupational Health and Safety Legislation
- Scheme policies and procedures
- Participating in National Quality Framework requirements
- Participating in ongoing professional development often outside the hours of their service Operation (the hours an educator chooses to work)
- Providing parent with ongoing information about their child's daily activities.

Educators must fulfil all the administrative and business requirements of a self-employed person, and ensure that records are retained in accordance with the timeframes and requirements set out in the Children's Services Regulations. Educators are also required to maintain a safe workplace at all times. The support and assistance of the Educators family members in meeting these requirements and providing a professional service is also required.

**Having other people's children in your home also means:**

- Providing an environment that recognises and operates in a safe and respectful manner
- Considering the needs of your family and the families and children in care.
- Maintaining confidentiality
- Recognizing that it is more than 'just babysitting'. Educators need to plan for the individual child's needs and interests. The Educator is solely responsible for the children at all time, and cannot delegate this responsibility to any other household member.

**Roles and Responsibilities of the Educator****Legal and business matters:**

While family day care is not as complex as running a large business, you should be considering some legal matters carefully. These involve insurance, taxes, budgeting and being registered with ASFDC. All, when taken care of properly, is for your direct benefit, and serve to protect you from unnecessary expense and liability.

### **Insurance:**

One of the first things you may have to think about is public liability insurance. Children are subject to a wide range of injuries, it may serve to protect you and the children. Family Day Care Australia has a comprehensive insurance plan designed specifically for the unique needs of Family Day Care.

Useful information can be found at the following link: [www.familydaycareaustralia.com.au](http://www.familydaycareaustralia.com.au)

### **What are the income and expenses of being an Educator?**

Educators are self-employed business operators. The income and the expenses incurred varies among Educators. Educators have the control over how much they earn and what overheads they incur.

### **Income:**

Income can vary depending on the type of care you provide, the days and hours that you provide care.

### **How do | get paid?**

Combination of Direct payment from families and the Child Care Subsidy (CCS) Educators are paid weekly.

Electronic Time sheets: All educators are to submit weekly electronic timesheets via Harmony software, these are approved and processed by the office and sent to Centrelink.

### **What is your ongoing cost?**

The office charges an administration fee which is a tax deduction, the fee covers:

- Administration and support provided to you by the Co-ordination Unit.
- Regular visits from Coordination Unit staff who will assist you with all aspects of care and education of young children.
- Events, play and gym sessions, health and wellbeing support educator meetings, some training costs
- Resource library: educational book and books for children, toys and equipment hire at no cost to you.
- Promotion of the service

- Providing the service of recommending children for care with an educator
- Relief care for children in your care in instances of taking leave
- Processing timesheets for educators
- Providing Child Development support to educators.
- Providing office support including processes, policies, forms etc to educators.
- Providing play group services.
- Providing training including initial set up and ongoing training to educators.
- Monitoring educators and ensuring Quality Assurance requirements are met.
- 24 hr On Call service for problems or issues that arise out of office hours.

### **What support does the scheme provide to Educators?**

Following registration, you will receive the following

- Business Support
- All relevant and necessary information to conduct your child care service, forms, checklists, policies, procedures and resource ideas to assist you in your business.
- Child Care Subsidy calculated from weekly electronic timesheets and deposited electronically into your bank account.
- support for all administrative aspects of your business.
- Referral of families to place children in your care.

### **Recruitment and induction of Educators:**

#### **Step One:**

Thank you for your interest in becoming an approved educator with Alice Springs Family Day Care. Please contact the coordination unit for an application pack at [office@asfdc.org.au](mailto:office@asfdc.org.au) or call 89523406

Please read your Information Package thoroughly before proceeding further with your application. Your application should indicate the reasons why you are applying as well as addressing your personal suitability for working with children. Please note that part of your application requires you to nominate two referees (not related to you) who, preferably, can comment on your understanding of child development and your

interactions with children. These referees will be contacted by the scheme during the application process.

This provides information to enable the applicant and members of the family/household to form a clear understanding of the role and responsibilities of an educator and the requirements of becoming a workplace.

### **Step Two:**

The coordination unit will assess the applicant on the following criteria:

- Applicants must provide a letter from a medical practitioner stating they are of good health and free from any medical condition or dependency on medication or substance that could affect their ability to care for children.
- A Suitable notice (Ochre Card) application for the applicant and any household Members over 18 years old must be completed before care can be provided.
- The applicant must have a current first aid, CPR, asthma and anaphylaxis's Certificate or enroll in and complete a course before care can be provided.
- All applicants must be non-smokers including all members of the household.
- Applicants must have a minimum of Certificate III in children's services or Diploma or be studying either of these.
- Applicants must have a criminal history check. (Criminal history/police checks are required for all IHC and FDC educators who register from 2 July 2018. If you register as an educator from the 2nd July you will be required to provide a recent {less than 6 months old copy} of a criminal history check.)
- A PRODA number. All family day care educators must register for a PRODA (Provider Digital Access) ID. This will strengthen the integrity of the child care system and allow relevant staff and educators to interact with the new IT system CCS (child Care subsidy). The PRODA ID registration system is essentially a standard "100 points identity verification" process. Relevant key personnel and family day care educators will be required to register with the PRODA system by creating an account and subsequently verifying their identity by providing relevant documents.

### **Step Three:**

The Applicant will be interviewed to ensure they are suitable to work with children: some of the critical aspects and personal qualities required are:

- Understanding of and respect for children.
- Awareness of health and safety issues
- Empathy with families using care
- Positive approach in working with families and coordination unit
- Interest in professional development and continued quality improvement
- A positive approach to behaviour guidance
- Openness to change and new ideas
- Potential to plan, implement and evaluate programs for children
- Effective communication skills, including verbal and written
- Physically and emotionally able to care for young children in a group setting.

### **Step Four:**

The co-ordination unit will visit the applicants home to assess the premises suitability, using a safety checklist.

### **Step Five:**

Suitable applicants will be asked to undertake on the job training and assessment to allow the coordination unit to observe their skills, knowledge and personal attributes and allows applicants to have an orientation to family day care and develop a better understanding of the job. Unsuccessful applicants will be sent a letter that they were unsuccessful and on request, additional information or feedback will be provided.

### **Step Six:**

Suitable applicants that complete registration prior to commencing the family day care service will be required to complete all home modifications and specifications outlined on the safety checklist, complete first aid and CPR training, provide copies of driver's licence, vehicle and child restraints safety inspection, provided positive suitability notices (Ochre Card) for all parties involved, ensure all business registration (local council requirements) are completed if applicable, insure that their insurance is current.

### **Step Seven:**

Sign the family day Educator agreement and job roles and responsibilities.

Once all the above processes are completed, the Educator will be registered with Family Day Care. A certificate of registration from the scheme is provided to the Educator. The certificate of registration is valid for one year and Educator are required to meet the schemes requirements stated above each year to re register.

**Your next step:** Now that you have read all our information provided if you are interested in a career in Family Day Care, what do you do?

Contact our Coordination unit and we will arrange to speak with you further.