



**PORT STEPHENS**  
C O U N C I L

## **Family Day Care**

### **Prospective Educator Information Package**

Office Hours  
Monday – Friday  
9.00am – 4.30pm

57 – 59 Port Stephens Street  
Raymond Terrace NSW 2324

Postal Address  
PO Box 42  
Raymond Terrace NSW 2324

Phone: 02 4980 0308  
Fax: 02 4987 7463

After Hours Mobile:  
0409 823 346

Email: [fdc@portstephens.nsw.gov.au](mailto:fdc@portstephens.nsw.gov.au)

Website: <http://www.portstephens.nsw.gov.au/live/childrens-services/family-day-care>

## **ABOUT PORT STEPHENS COUNCIL - CHILDREN'S SERVICES**

Port Stephens Council has operated Children Services since 1980. Today this includes Newcastle Family Day Care, Port Stephens Family Day Care, Medowie and Raymond Terrace Before and After School Care and Vacation Care and Activity Van Mobile Preschool at various locations throughout Port Stephens.

## **WHAT IS FAMILY DAY CARE?**

Family Day Care is an approved form of child care where Educators provide quality childcare and developmental activities in their own homes for children (6 weeks-13 years of age). Family Day Care Educators are early childhood education and care professionals who are registered with a family day care scheme that is responsible for approving, supporting, training and advising its Educators.

There are many reasons why people want to offer family day care in their homes. Some find that caring for other children is a good way to provide playmates and companionship for their own children. Some want to earn an income without having to work outside of the home while others may have started by offering to care for the child of a neighbour; many others enter Family Day Care because they truly enjoy working with children in a small group setting. Whatever the reasons, if you respect, understand and enjoy children and know how to provide for their growth and development, your Family Day Care business will more likely succeed.

## **WHAT IS THE CO-ORDINATION UNIT?**

The Coordination Unit includes the Managing Coordinator, Coordinators and Administration Officers.

The Coordination Units role is to ensure that the Education and Care Services National Regulations, National Quality Standards and the service policies and procedures are met and maintained by Educators.

The Coordination unit will provide:

## **SUPPORT**

- regular monitor and support visits for all Educators
- weekly visits for new Educators
- programming support
- scheme meetings to provide information on legislative requirements or changes, opportunities to network with other Educators
- professional and ongoing training which includes training on experiences to use within your Family Day Care environment

## **ASSISTANCE**

- mentoring and development
- strategies to support children in care
- emergency situations
- setting up of your Family Day Care environment
- applying for funding for inclusion support

## REFERRALS

- families requiring care
- families from the waiting list
- request for care from organisations e.g. Benevolent Society, Samaritans

## PAYMENT

- Child Care subsidies on behalf of families for care provided
- purchasing of resources on behalf of Educators

## FEES

- Educators determine their own fees within the range set by Port Stephens Council

## ASSESSMENT AND RATING

Our scheme is assessed and rated by the Australian Children's Education and Quality Authority (ACECQA).

The objective of the National Quality Standards is to ensure that children in Family Day Care have stimulating, positive experiences and interactions that foster all aspects of their development.

Educators are required to maintain the minimum standard as stated in the Guide to National Quality Standards. A copy of this document can be viewed on the ACECQA'S website: [www.acecqa.gov.au](http://www.acecqa.gov.au)



Australian Children's  
Education & Care  
Quality Authority™

ACECQA's office is open Monday - Friday 9am-5pm AEST.

**Phone:** 1300 4 ACECQA (1300 422 327)

**Postal Address:** PO Box A292 Sydney NSW 1235

[enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au)

**Other Contacts:**

Australian Taxation Office  
Tax, GST and ABN information  
132866  
[www.ato.gov.au](http://www.ato.gov.au)

WorkCover NSW  
WHS information  
131050  
<https://www.workcover.nsw.gov.au/>

Family Day Care Australia  
Insurance and FDC information  
1800658699

NSW Government Family and  
Community Services  
132 111

[www.familydaycare.com.au](http://www.familydaycare.com.au)

[www.community.nsw.gov.au](http://www.community.nsw.gov.au)

To become a Family Day Care Educator you must:

**Provide the following documents:**

- Certificate III in Children's Services (minimum) or enrolment confirmation in Childcare specific course
- Current First Aid and CPR certificates
- Current Anaphylaxis Management certificate
- Current Emergency Asthma Management certificate
- Medical check confirming you are physically and emotionally able to care for children (Medical Practitioner to complete, form attached to Educator Application)
- National Police Check [www.instantchecks.com.au](http://www.instantchecks.com.au) and Working with Children Check number. [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)  
(Anyone over 18 year's old living in your house must also undergo a National Police check and a Volunteer Working with Children Check).
- Written permission to operate a family day care service from your landlord (if you rent your home)
- Public liability insurance –this is available from Family Day Care Australia [www.fdca.com.au](http://www.fdca.com.au) (provide copy to our administration)

**Ensure you:**

- Have an appropriate understanding of children's needs and development.
- Are responsive to children.
- Are able to communicate effectively with children and families
- Are over 18 years of age
- Provide a smoke free, safe, friendly and educational learning environment
- Make any pets inaccessible to children in your care
- Have a computer or similar and internet for business information and communication
- Participate in ongoing professional development including child protection training
- Understand that you will be a small business operator and while the Coordination Unit works hard to place children with Educators income cannot be guaranteed
- Sign and abide by Port Stephens Council Family Day Care Educator Agreement
- Maintain recertification of the minimum standards required from ACCEQA

**TAXATION**

Family Day Care Educators are regarded as being self-employed by the Australian Taxation Office. It is the responsibility of the Educator to seek financial and taxation advice; however there are a number of business deductions available to Educators and this makes Family Day Care an attractive business proposition. [www.ato.gov.au](http://www.ato.gov.au)

**MEMBERSHIPS**

Educators are encouraged to join NSW Family Day Care [www.nswfdc.org.au](http://www.nswfdc.org.au) and Family Day Care Australia [www.fdca.com.au](http://www.fdca.com.au) these organisations work to represent Educator's, both nationally and at state level. Membership to Family Day Care Australia entitles members to reduced insurance costs, an informative magazine, publications and resources at discounted prices, as well as being kept up to date on Family Day Care issues.

## **Being an Educator**

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

This responsibility includes adhering to the Education and Care Services National Regulations, Law and Quality Standards, Work Health and Safety Legislation, service policies and procedures, participation in ongoing professional development and providing parents with ongoing information about their child's daily development.

Educators must fulfil administration and business requirements of a self employed person.

### **You need to ensure you:**

- Provide and maintain an environment that is safe , hygienic and inclusive
- Maintain confidentiality
- Provide and evaluate a developmentally appropriate program that recognises the children's individual needs and interests as identified in observations
- Undertake appropriate documentation on children's developmental needs as required
- Are solely responsible for the children at all times, and **cannot** delegate this responsibility to any other household members, unless they are registered as an Assistant Educator under the Scheme's policies and procedures.
- Maintain the home and ensure compliance with Work Health & Safety legislation and service policy requirements.

## **Educator's Family**

As the words 'Family Day Care' indicate, caring for children in your home involves the whole family. If you have a partner, children or other family members living in your house you should, as a family, talk over your plans before starting because members of the Educator's family can play an important role in the children's experience.

### **It is essential that Educators family member:**

- Treat everyone – staff, parents and children with respect.
- Adhere to the Education and Care Services National Regulations and service policies such as non smoking and alcohol/drug free home whilst children are in care.
- Interact in a positive manner with children and their families.
- Ensure **all** behaviour guidance is implemented by the Educator
- Maintain confidentiality at all times
- Ensure that only child appropriate TV programs, videos, games and books are accessible to Family Day Care children.
- Remember that all visitors to the home who are 13 years and over are required to sign the visitor's book.
- Recognise the need for privacy when the Educator is discussing issues with staff and/or parents.
- Ensure that dress is appropriate at all times when children are in care.
- Ensure the use of non offensive language and tone of voice at all times when children are in care.

## **Smoking**

The Family Day Care service is to be a 'smoke free' environment. Educators, family members, parents and visitors are not permitted to smoke in the home whilst children are in care, nor in vehicles that children registered with Family Day Care are being transported in.

If a person wishes to smoke in the environment when children are not in care, ashtrays will need to be cleaned of ash and cigarettes prior to children arrival. Lighters, matches and cigarettes must be stored out of reach before the children re-enter care. Homes will need to be ventilated to reduce the smell of smoke.

## **Drugs and Alcohol**

Educators are to ensure that they maintain a drug and alcohol free environment at all times when children are in care.

## **Marketing Your Business**

We encourage Educators to utilise a range of mediums when marketing thier business. Some of these include pamphlets, Care For Kids website, local Facebook pages, school newsletters etc. Parents have a great awareness about child care and high expectations about the standards of service they want to receive. In this increasingly competitive environment, where parents will vote with their feet, it is important to ensure your service stands out in what you provide and are able to offer to families.

Your marketing will be most effective when Educators and the Coordination Unit work together to integrate their efforts. In doing this we are able to deliver a coordinated and consistent message and hopefully leverage the inputs you make into marketing for greater impact.

The Coordination Unit will field enquiries about family day care and will match families with Educators; families are then referred to you for an interview.

## **Here are a few ways to promote your family day care business:**

- Advertising at cafes, shopping centres, schools, local child health clinics, libraries, preschools and early childhood centres
- Brochures
- Business Cards
- Online - Social networking, community and online classifieds sites
- Word of mouth
- Branding consistency

When advertising your family day care business, you need to indicate that you are registered with Port Stephens Council and our contact phone number.

Family Day Care Australia provides additional support to Educators and family day care service members in marketing and promoting their service.

## **Requirements:**

### **OUTDOOR PLAY AREA**

- ☐ Safe and secure play area with fencing to a height of 1.2m
- ☐ Stairs and balconies have enclosed railings and barriers
- ☐ Sufficient natural and man-made shade available
- ☐ Pool compliance certificate available

### **INDOOR AREA**

- ☐ Clean, hygienic environment
- ☐ Sufficient space available
- ☐ Appropriate toys and equipment
- ☐ Sleeping facilities clean and adequate (one child per mat/cot)
- ☐ Cots must comply with Australian Safety Standards
- ☐ Sleeping mattress or mats surface must have a water proof protector

### **PLAY EQUIPMENT**

- ☐ Equipment over 600mm high but under 1metre must have a risk assessment completed in consultation with a Family Day Care Coordinator to determine its suitability and safety for play
- ☐ Equipment over 1 metre must comply with the Kidsafe requirement for surfacing and be filled with certified playground surfacing material. [www.kidsafensw.org](http://www.kidsafensw.org)

### **GLASS**

- ☐ All accessible glass in windows/doors within 75cm of the floor is safety glass or has a protective film or barriers installed (This requires a statement from an authorised glazier)

### **EMERGENCIES**

- ☐ Smoke detectors/fire blankets/fire extinguisher installed, tested and tagged by an authorised agent
- ☐ Electrical safety/Residual current device available and tested for compliance
- ☐ First Aid kit (main) and portable first aid kit
- ☐ Asthma kit includes breather mask and puffer

### **DANGERS**

- ☐ Poisons/medicines locked away
- ☐ Safe entry and exits
- ☐ Smoke free area both indoors and outdoors
- ☐ Separate pet enclosure
- ☐ Safety plugs in all power points
- ☐ Hot water tapes need to be either regulated or have safety caps or disabled

### **TRANSPORT**

- ☐ Australian standards approved restraints available for each child

☐ Restraints have been fitted by an RTA authorised agent

OTHER

☐ If renting, written landlord acknowledgement is required

### **APPLICATION PROCESS**

#### **Stage One – Application**

☐ Complete Expression of Interest form include: copies of resume and medical certificate and return to Coordination Unit

#### **Stage Two – Interview**

☐ Contact made by Coordination Unit to arrange an interview

☐ Reference checks will be conducted upon successful interview if unsuccessful you will be contacted by Managing Coordinator

#### **Stage Three – Assessment**

☐ Initial Workplace Risk Assessment of premises to be conducted

☐ Written summary sent including changes or additions that are required

☐ Landlord notification letter provided (if applicable)

#### **Stage Four – Orientation**

☐ Information provided:

- Education and Care Services National Regulation
- National Quality Standards
- Family Day Care Policies and Procedures
- Compliance booklet
- Work Health and Safety
- Child Development, planning and creating engaging environments
- Insurance requirements
- Administration Procedures
- Benefits of Play
- Marketing your business

☐ Visit to various Educator environments

☐ USB containing all relevant policies, procedures and forms

☐ Laminated copies of all relevant documents for display e.g.CPR, Asthma First Aid etc

#### **Stage Five – Business Items**

☐ Provide to the Coordination Unit copies of: First Aid, Asthma, and Anaphylaxis Qualifications

☐ Working with Children Check for Educator and all adult household members received

☐ National Police Check for Educator and adult household members received

☐ Public Liability Certificate (copy received)

☐ Provide a copy of your business flyer (both hard copy and digital) and marketing plan

☐ Provide coordination Unit with fee schedule

☐ All documents identified at Workplace Risk Assessment provided e.g. Fire Protection Equipment (copy of invoice) RTA Check (restraint installation and inspection report), Glass Safety Audit (copy of audit), Electrical Safety (RCD check copy), Pool Compliance Certificate.

#### **Stage Six- Registration**

☐ Final Workplace Risk assessment conducted

☐ 3 month Educator agreement signed

☐ Administration training (provided in-home)



- ☐ Registration certificate provided
- ☐ Laminated copy of Prescribed Information provided

### **Stage Seven- Operation**

- ☐ Coordinator will visit on first day of operation
- ☐ Questions and answers to any issues/queries provided

## **What can Port Stephens Council Family Day Care offer you!!!!**

- Continued support from the moment you start your journey as a Family Day Care Educator with us
- Regular monitor and support visits: we visit you weekly, moving to fortnightly when you are feeling confident and then onto monthly monitor and support visits
- Our friendly administration staff offer continual training, from small group trainings to individual training to suit your needs
- We process your attendance records on a fortnightly basis
- Our coordination staff are always a call away if you are needing support, from settling new children into your service, guidance with behavioural management, child development programming or if you are just having a bad day and need to hear a friendly voice
- We conduct scheme meetings to keep you up to date with current procedures and policies whilst offering a hands on learning approach for you to keep up to date with new learning theories
- We gain feedback from Educators through our Advisory Panel meeting giving each of our Educators a voice within our service
- Offer a monthly playgroup for our Educators and their children to attend giving the children an opportunity to be part of a bigger group while the Educators have a chance to network with other Educators within our scheme
- We provide 'Stories in the Park' for Educators and their children at several park venues
- Ensure compliance of regulations and law requirements backed by the resources available to local Government