



EASTERN REGION FAMILY DAY CARE NEW EDUCATOR HANDBOOK

AUGUST 2021

T: 9290 6822
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EASTERN REGION



Family DAY CARE

WE ARE DELIGHTED YOU'RE INTERESTED TO JOIN OUR FAMILY DAY CARE COMMUNITY

Introducing our team.

Our registration officer,
Gaye Kara is available to
answer any enquiries you have.
fdcc1@mundaring.wa.gov.au



Hello

Our applicant handbook provides information to assist you in making an informed decision about setting up and operating a family day care business from your home.

We outline the benefits for you, your family and children and families who may one day be enrolled in your care. It is also important to acknowledge and be aware of challenges that small business owners face working in a family home.

Becoming an active member of our team is important to gain the most benefit from your new career. Professional mentoring and compliance support is available throughout your membership from our qualified co-ordinators, finance staff and educators. This offers everyone opportunities to share skills, experiences and knowledge. Interactive play sessions, incursions and excursions are facilitated by co-ordinators and educators. Social and annual events to celebrate achievements offer team building for educators and our annual children and family picnic brings our Eastern Region Family Day Care community together as a group.

We are seeking educators with a common vision to our service; who are passionate about children's learning and wellbeing as well as their own. Educators who are knowledgeable and resourceful and embrace caring for those around them, their community and our natural environment.

To become a registered member takes time and our registration process is comprehensive to ensure a thorough understanding of the role and work in accordance with the National Quality Framework, Family Assistance Law and Service philosophy and policies as members act on behalf of our service.

Lesley Shugar
Eastern Region Family Day Care Service Co-ordinator

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SERVICE INFORMATION

Educators undergo a registration and membership process to meet the Service criteria and become members of Eastern Region Family Day Care. Educators operate as small business owners and work within the National Quality Framework, Eastern Region Family Day Care Service Policies & Procedures, National Learning Frameworks and Early Childhood Australia Code of Ethics.

These documents are provided to all new educators and it is expected that you become familiar with these as it is your role and responsibility as an Eastern Region Family Day Care member to be guided by and comply with them.

As a small business operator, educators are responsible for their own business, financial, taxation and marketing. Local government approval is required to run a home business and we recommend financial obligations are discussed with an accountant.

Philosophy

Eastern Region Family Day Care believes the best education and care is provided for children and families when all parties work professionally in a respectful, inclusive, collaborative and ethical way. We believe it is integral to maintain continuous improvement practices for the best interests of each child.

WE VALUE FAMILIES:

We acknowledge families as the most important influence and principle source of information about their child.
Families are unique and bring a diversity of experiences, perspectives, expectations, knowledge and skills to children's learning.

WE VALUE EDUCATORS:

Educators respond to children through warm and respectful relationships.
Educators value the important role they play in providing and planning for the education and care of children.
Collaboration and partnerships based on trust and communication achieve best outcomes.
Educator's knowledge, skills and practices are developed through professional networking, reflection and development.

WE VALUE CHILDREN:

Every child has a right to quality education and care.
Children have the right to respectful and nurturing relationships with others in an environment where they feel safe.
Children's identities are closely connected with their family, culture and community.
Given opportunities to become capable and active learners in their environments and through play enables them to best reach their full potential.

WE VALUE COMMUNITY:

Our culturally diverse community is recognised and valued as a significant learning environment for children to explore and participate in.
We value the richness and strengths of our Australian heritage and seek to add a greater understanding of similarities and differences of cultures, abilities and lifestyle choices.

WE VALUE FDC STAFF:

We believe that children's rights are our priority and at the core of all decision making.
FDC staff believe all members of Eastern Region Family Day Care have unique strengths, abilities and potential.
We value the importance of developing a sustainable future for all.
FDC Staff value their role to resource, educate and positively mentor education and care practices and service operations to maintain quality.

Contact Us

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www.mundaring.wa.gov.au

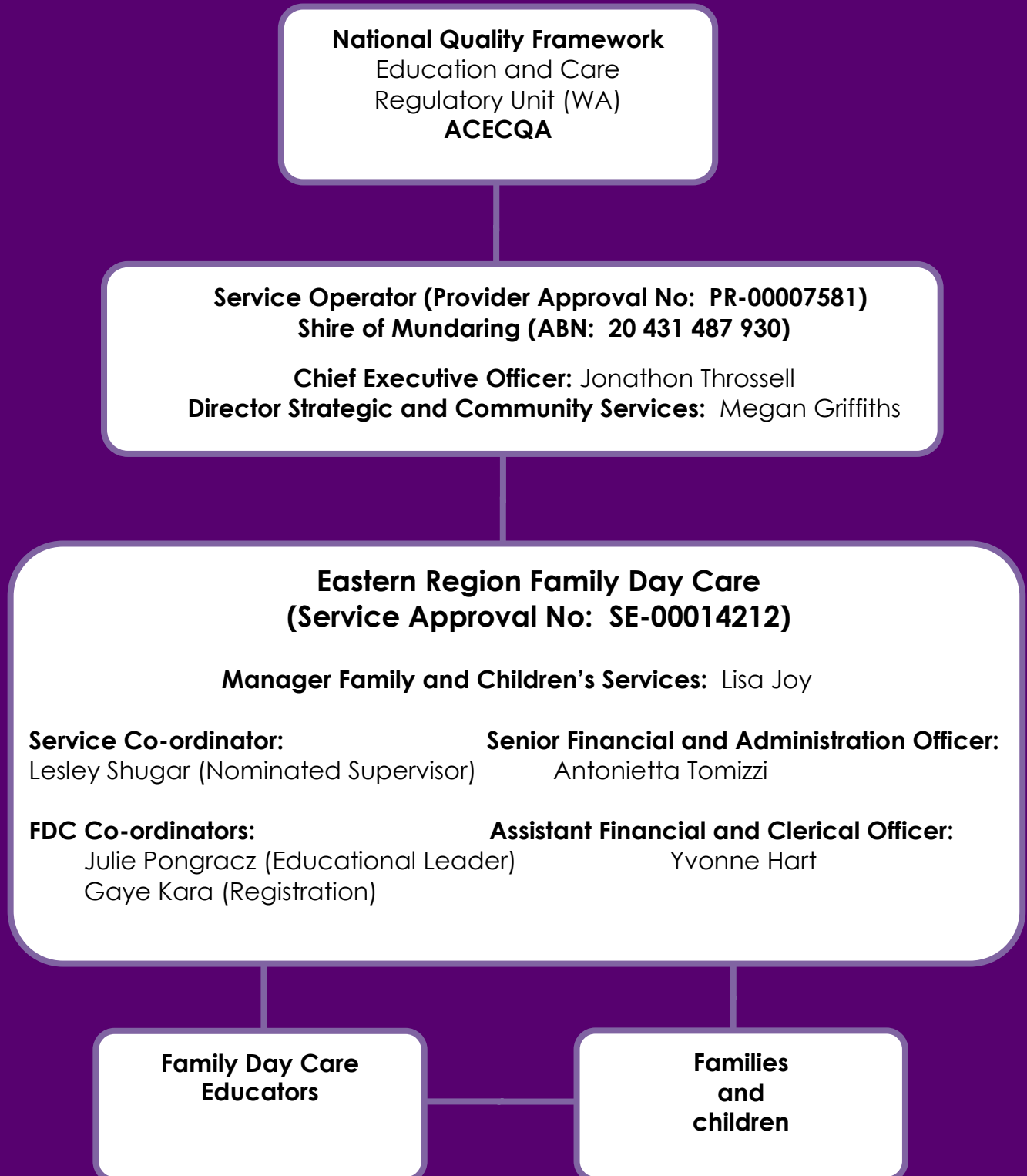
PO Box 1010, MIDLAND DC WA 6936
Office hours: M – F 8.30am-5.00pm



Organisation Structure

The Shire of Mundaring sponsors Eastern Region Family Day Care and is responsible for the service's operations.

Below is an organisational structure depicting the relationship of family day care within the Shire, funding and regulatory bodies.



NATIONAL QUALITY FRAMEWORK



The National Quality Framework (NQF) aim is to raise quality and drive continuous improvement and consistency in education and care services. The NQF comprises of the Education and Care Services National Regulations 2012, Education and Care Services National Law (WA) Act 2012 and National Quality Standard.

The Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au implements the National Quality Framework and a regulatory authority in each state and territory regulates, assesses and rates each education and care service against seven quality areas of the National Quality Standard.

Service ratings are published on the ACECQA website and must be displayed at each service.

The Early Years Learning Framework (EYLF), Belonging, Being and Becoming, guides educators to plan and provide young children with opportunities to maximise their potential and develop a foundation for future success in learning. Emphasis is on play based learning and it recognises the importance of a holistic approach in a child's wellbeing and development towards five learning outcomes.

The Framework for School Age Care, My Time Our Place, guides educators to collaborate with children to provide play and leisure opportunities that are meaningful to children.

Both frameworks support children's need for Belonging, Being and Becoming and acknowledge the following outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators



GENERAL INFORMATION

Eastern Region Family Day Care is the natural place to learn and play for children aged birth to 13 years. Children have fun, grow and develop through their engagement in **play based learning** that is enriched by **knowledgeable educators**, generally in their family home environment. Value is placed on care in **small, mixed-age groups**, allowing children to form **nurturing relationships** outside their immediate family and to grow and learn within a caring safe environment. Learning is promoted in daily routines through to exploring their **community**.



Educators must hold a minimum Certificate 3 in Early Childhood Education and Care and are registered with our service to provide families with a flexible and affordable education and care arrangement. Educators **plan and reflect individual learning programs** according to each **child's development, wellbeing and interests**.

Our service has been consistently **rated as Exceeding National Quality Standard** by the Education and Care Regulatory Unit, WA (ECRU) and we acknowledge that our educators work to achieve best quality and outcomes for children in their family day care business.

Educator : child ratios

Educators may provide care for a **maximum of 4 children under school age or 7 children under the age of 13 years**, including an educators own children in these age groups. Eastern Region Family Day Care has an additional policy that only one child under 12 months is to be cared for at a time to enable optimal interactions between educators and each child (exemptions may apply ie twins).

SERVICE MEMBERSHIP – OUR TEAM OFFERS

Our team (staff) is a friendly and dedicated group of qualified early childhood professionals and finance administrators employed by the Shire of Mundaring.

We:

- work in partnership with **EDUCATORS** to support, upskill and empower in business; from play based learning environments, daily practices, administrative and compliance responsibilities, children with additional needs, to planning for individual children's learning and wellbeing in group and one to one
- have regular contact with educators (phone, email, booked and unannounced personalised visits, online platforms, FB group); emergency after hours support
- register, mentor and train new educators to establish their own small business
- liaise with and inform **FAMILIES**; about their child, fees and current research and information relating to early childhood and parenting
- link educators with personal **WELLBEING** and **PROFESSIONAL DEVELOPMENT** opportunities
- access to Service forms (templates), documents, training via educator portal
- Service Website (with Educator profiles) and Social Media promotion
- ensure **ADMINISTRATION COMPLIANCE**, child enrolments and processing of children's attendance and family payments (including government subsidies)
- facilitate group **PLAY BASED LEARNING SESSIONS / OUTINGS** which provide children opportunities to socialise in larger groups and educators to share and professionally grow (ie play session, Swan View Community Garden, Spring Walk, Cubby building in the bush)
- **PROMOTE FAMILY DAY CARE** at many **COMMUNITY** events throughout the year (ie Playgroup WA's - World's Biggest Playgroup, Meerilinga's – Children's Week Fun Day, Shire of Mundaring, National Families Week)
- Business brand recognition – member of Family Day Care Australia and FDCWA



We are excited to offer new opportunities and initiatives in the coming year following ongoing reflection and continuous improvement of the service.

- **pop up play sessions** (bush parks) for children to understand and care for our natural environment
- **mobile street library** (our office street library has been very successful) so we are taking it out to educators in the form of story baskets
- actively promote our **recycling** station set up in 2018
- promote and register more educators in the **Be You professional learning** program to further support our communities mental health
- enhance our annual end of year **family fun day** (it's important to celebrate together)

FAMILY DAY CARE – YOUR BUSINESS

Benefits of operating a family day care business

- financial and professional growth
- home for your own preschool and school age children whilst offering an enriched learning environment and experiences as well as social connection
- you are a significant person in young peoples' lives
- flexibility of work days, hours and holidays
- participate in professional development workshops
- receive professional mentoring and support visits from family day care staff
- be guided in setting up your business by other educators and staff
- extend your personal & professional skills in early education and care
- provide an income which has many taxable deductions and potential earnings of up to \$1000 a week - depending on hours/days worked, number of children enrolled and your own young children
- educator sets own fees, with Service approval (a fee setting guide is provided)
- flexibility for outings (excursions to playgroups, library, parks, school)
- belong to a supportive team



A family day care educator is required to be

- over 18 years
- qualified - Certificate 3 (minimum) in Early Childhood Education and Care
- experienced working with children with a knowledge of child development
- willing to create dynamic play based learning environments and experiences
- willing to document, plan and assess children's learning and development
- genuinely engaged in the lives of young children and their families
- able to provide a healthy, safe environment and model healthy practices
- able to communicate in all aspects of English language: speaking, listening, writing and reading
- able to operate and comply with National regulations and guidelines
- supported by family / household members
- willing to undertake ongoing professional development (some at own expense and outside work hours)
- committed to a team member approach
- organised and able to manage documentation requirements (planning for children's learning and developmental progress, record keeping accountability and small business taxation)
- willing to gain or have a reasonable grasp of computer skills

INFORMATION – PROFESSIONALISM / FAMILY

Balancing work and home – your business and professionalism

Setting up and running a professional child care service while balancing your home and family commitments requires organisation. It is important to know your willingness to dedicate time and energy to your career as well as your limitations; for some educators working part time is one way of creating balance.

You may have been working prior to setting up your family day care business so managing your home and family commitments outside of working hours may be something you are already doing. If not, there will be changes to consider, e.g. meal & shopping times, regular appointments, taking children to sporting activities, or medical appointments. How will you include time for yourself?

It is essential to promote yourself in a professional manner. Reflect on how you will:

- manage social media & phone enquiries from prospective families and interviews
- present yourself, your environment and demonstrate your commitment as an educator
- comply with administration and documentation requirements of your business
- participate in study, professional development, ongoing self-reflection and improvement

Your responsibility to your family and family day care business

As the educator, you are wholly responsible for the care and supervision of family day care children and must be present with them at all times. Enrolled children cannot be left at any time, even for five minutes with any family, household member or a friend (exception is a FDC Educator Assistant or in an emergency).

Excellent and open communication with families and Eastern Region Family Day Care team is essential in building partnerships for each child's best outcome.

Your family is encouraged to interact with parents and children coming into care as this will help others feel welcome and your family a greater sense of involvement.

- Discuss with your family ways they can make other families feel welcome.
- Discuss your role as an educator.
- Explain to your family that whilst children are in your care, you are working and responsible for them, some family commitments may need reorganising.
- If you wish to attend appointments ie. Doctor, you cannot take enrolled children and will need to make yourself unavailable (even if part of the day).
- Confidentiality is essential – your families and enrolled families therefore discretion with conversations and storage of documentation ensures greater protection of everyone.
- Daily safety checklist ensures an environment (inside, outside and car) is free of hazards – this is **everyone's responsibility**, discuss how family members can contribute. **Educators can NO LONGER BE REGISTERED WITH A POOL/SPA.**

INFORMATION – PROFESSIONALISM / FAMILY

Your family and family day care

Your family and household members may be present during the hours you choose to operate. This could be when children are being dropped off and picked up, when you are transporting your own children to school, your children's school holidays, your partner's day off work or family members coming to visit.



The following points need to be discussed with your family and during the registration process a family interview will be arranged with the Service Co-ordinator for everyone to also ask questions or discuss issues.

- It is recommended educators work an 8-10 hour day at least 3 days a week. This means the first child could arrive at 7.30am and last may not leave until 5.30pm.
- Are there any changes your family will need to put in place for these times? (sporting activities, doctor's appointments or social events change to weekends).
- How will facilities such as bathrooms, toilets and bedrooms be managed with family day care children in your home?
- Will your own children's toys be accessible to the family day care children? If not, where will they be kept? How will your children access them?
- Will the use of TV be changed? Programs that your family watch may not be suitable for young children and Eastern Region Family Day Care policy limits use of TV to minimal for children in care.
- Are you able to make arrangements for your own children when you attend professional development sessions in the evening or on weekends? Out of hours training offers continuity of care for children and will not affect your income.
- How will you ensure your family's privacy is respected?
- Regulations and Eastern Region Family Day Care Service Policy require that whilst FDC children are in care, no smoking is permitted on the premises, no alcohol can be consumed and a person who is adversely affected by drugs or alcohol cannot remain in the presence of children. Will these requirements be an issue?
- ****FDC properties with a pool/spa CAN NO LONGER BE CONSIDERED OR REGISTERED due to death of a child in care****
- Does anyone own a firearm and store it on the premises? The firearm licence must be available for sighting as well as the locked storage location (firearm and ammunition to be separated).
- Have you and your family considered extended hour care? Do you have the facilities for children to sleep and shower (with privacy and supervision by you)?

INFORMATION — PROFESSIONALISM / FAMILY

Letter to family and household members

Your family is about to enter into a new and exciting venture. Children from many other families will be coming to your home and sharing many of the advantages of your family's life. It is important that you enter into a family practice of regularly discussing and reflecting on the issues that will continually impact on your life as you know it now.

In this handbook there are a number of questions that you will need to discuss and decide upon as a major role of family members is to support the family day care educator to meet her business responsibilities.

- Safety is a major responsibility for all family members. Remember to remove hazards so out of reach of children and lock areas that contain dangerous equipment and substances.
- Not to be alone with any children in care is a rule that will protect you of any unfounded accusations. All household members living at the premises over 18 years must gain a National Police Clearance and if volunteering to assist, a Working with Children Check.
- Treat all children as individuals showing no favour to any one child.
- Move away and leave the educator alone with a parent and mindful of the parent's right to confidentiality when wanting to discuss sensitive issues.
- Allow the educator to do the educating and caring, you can be friendly, playful and positive in all interactions with parents and children.
- Sometimes a family day care phone call will be taken by a household member when an educator isn't home. Please remember you only need to take a message. It is the educator's small business and they themselves need to handle all requests or complaints.



YOUR HOME ENVIRONMENT

To ensure that your home meets the requirements for health, safety and caters to the developmental interests and needs of all children there may need to be some adjustments. Family day care staff will guide you with the required changes on a visit to your home.

If you are renting you require written permission from the owner that you can provide to the service.

Local Government requirements may vary therefore it is your responsibility to contact your local government to determine requirements to operate a home business - planning approval or food business registration. If deemed a requirement, allow several weeks for this process and fees will apply. Evidence of approval/registration is required by Eastern Region Family Day Care.

It is important to consider the following:

- Areas of your home to be accessible to children? You may choose your whole home or decide to keep some rooms for your family's use only.
- Entry for families arriving and departing – a side entrance or your main entrance? Is there space for a notice board, sign in/out area and children's belongings?
- **Play based learning areas indoors and outdoors** for children - have a thorough look at your home and how children can participate in:
 - ✓ messy play – art, sand and water
 - ✓ loud, active play - jumping, dancing, running, climbing
 - ✓ playing quietly to, relax or be alone
 - ✓ pretend play – home corner, puppets, trucks, cars
 - ✓ older children to play safely around young children
 - ✓ everyday home experiences – cooking, gardening
 - ✓ meals and snacks – consider different locations
 - ✓ resting or sleeping undisturbed
 - ✓ reading stories and sharing books together
 - ✓ storing equipment, toys, books ...
- **Equipment and resources** - child-sized tables, chairs, shelving, age appropriate toys and learning materials, bedding, car restraints, home office equipment... (an equipment & toy list is provided)



YOUR HOME ENVIRONMENT-SAFETY

Young children do not always understand potential dangers therefore it is your legal duty of care to ensure children are supervised at all times and hazards inaccessible to children.

Below are essential health and safety considerations for operating a family day care business. Most are common sense and if you have young children at home you may have already addressed many areas. Assessing your home using this as a guide is an initial procedure in risk management. Ongoing safety audits, risk assessments, daily scanning of the indoor and outdoor environment, upgrading of equipment/toys and reminders to family members to remove potential hazards **must** become standard practice.

Children have a right to a safe family day care environment that:

- is clean and hygienic
- has adequate safe space for indoor and outdoor play
- is comfortable with adequate light and ventilation
- has safe, secure barriers to reduce access to roads, bodies of water and pets

Inside children **must not** have access to:

- Hazardous materials - detergents, chemicals, medication, sharp objects (knives, razors), plastic bags, glassware etc
- Glass indoors/outdoors (under 1m in height that isn't safety filmed or safety glass)
- Hot water
- Electrical appliances or equipment including power points, dangling cords, hairdryers, kettles
- Heaters (with exposed elements), open fire places, slow combustion stoves
- Pedestal or ceiling fans (bladeless fans acceptable)
- Alcohol, matches, lighters, cigarettes and ashtrays
- Poisonous indoor plants (refer to KidsafeWA fact sheet online)
- Hazardous exercise equipment
- Stairs
- Firearms, weapons or ammunition
- Pets and food/water bowls and a pet's bedding

Outside area **must** have:

- Appropriate fencing 1.2m high that prevents children access to the road
- Water features (ie pond) inaccessible to children with wire mesh over
- A separate area for pets (includes food/water bowls, bedding)
- Garages/sheds and gates to the road that are locked
- Tools, garden equipment and chemicals inaccessible to children
- Trailers and caravans inaccessible to children
- Poisonous plants removed from children's access (refer to KidsafeWA fact sheet online)

ESTIMATED SET UP COSTS

Application fee (valid for 6 months to complete process)	\$250
3 day Orientation @ \$50 per day	Included in above fee
<u>NATIONAL QUALITY FRAMEWORK DOCUMENTS</u>	
Education and Care Services National Law (WA) Act 2012	\$43.60 + postage
Education and Care Services National Regulations 2012	\$50.50 + postage
-Download or purchase from www.legislation.wa.gov.au	
Guide to the National Quality Standard www.acecqa.gov.au	Available - ERFDC \$10
<u>FIT AND PROPER REQUIREMENTS</u>	
First Aid Qualification (HLTAID004) (First Aid – 3 yr expiry, CPR – 12 mnth expiry)	From \$150 Annual CPR \$55
Police Clearance (applicant and adult residents)	\$37.50 (FDCA)
Working with children check (applicant – working with children and adult residents – volunteer)	\$87.00 (\$11 – volunteers)
Medical clearance (if requested)	GP
Site and Floor Plans	Local Government
Local Government Home Business Planning Approval	Local Government
Local Government Registration for Food Business	Local Government
Safe food handling certificate (Shire of Mundaring-online) https://www.ehawa.org.au/events/event/foodsafe-online	For free access FSMANDU348
Australian Business Number – www.ato.gov.au	No fee
Certificate 3 in Early Childhood Education and Care Services	Various RTO's
Assessment of overseas qualifications	www.acecqa.gov.au
Public Liability Insurance - FDC Australia https://familydaycare.com.au	from \$500 per year
Additional Insurance–accident insurance for children	(optional)
Business Name Registration- www.smallbusiness.wa.gov.au	\$36 - 1 yr, \$84 - 3 yrs
PRODA registration – www.servicesaustralia.gov.au	No fee
Safe Sleeping Online Training https://education.rednose.org.au/p/beginnerssafesleepcourse	\$45
Child Protection Online Training https://www.insafehands.net.au/course/level-1-2020-legal-practical-response-child-abuse-family-day-care-wa	\$55
Anaphylaxis - https://etraining.allergy.org.au/login/index.php	Free
Be You Professional Learning https://beyou.edu.au/ (Register as individual – then join ERFDC Community)	Free
Adjustments to home : ie windows safety filming, fencing, safety locks, fire blankets, barriers to heaters etc	Varies according to home
Purchase of: toys, resources, art materials, tables, chairs, shelving, mattresses, bedding, cots, car seats, office equipment and FDC specific business resources	Varies according to own resources (refer to Service toy/equip list)

OPERATING COSTS

Annual Educator Levy - Initial payment is for 6 month membership then fortnightly payments	2021 – 2022 financial yr (\$650 equiv \$25 p/wk)
Business & administration costs (FDC start-up business kit; computer, printer, digital camera, photocopying, record keeping, postage, attendance record book for signing children in/out of care)	Start-up kit – provided. Varies according to own resources & requirements
Ongoing equipment / toy / resource upgrades & replacement	Varies
Children's meals / transportation	Varies
Vehicle registration	Varies
Child Car Restraint Checks – annual	Varies
Advertising / Promotion of business	Varies
Professional Development Workshops / Resources	Varies

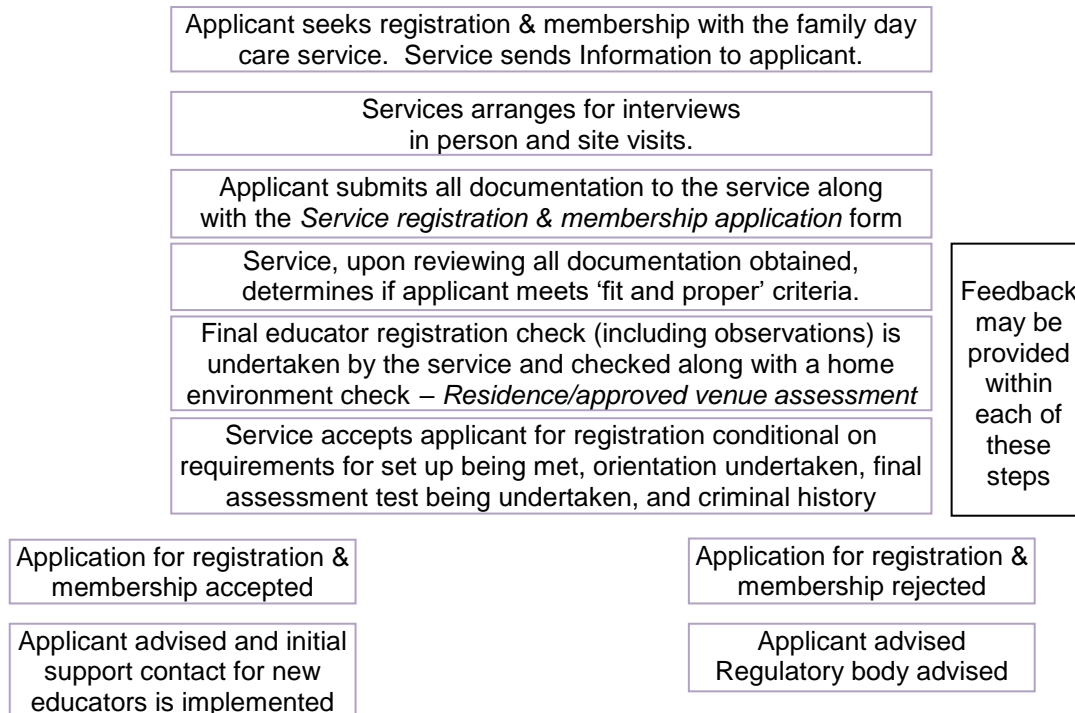
Educators set and regularly review their own fees (these are approved by the Service and provided to families in a Statement of Fees).

A fee setting guide and our current Service fee for families (Admin levy) is provided and discussed during the registration process. Our Service Admin levy is added to an educator fee then government subsidies are calculated on the total fee.



REGISTRATION & MEMBERSHIP

Eastern Region Family Day Care is an approved service responsible for registering and accepting educators as members in accordance with the National Law. An overview of the process is below and each application is assessed on an individual basis.



Applicants wishing to apply must submit an Eastern Region Family Day Care Service Registration and Membership Application form with supporting documentation, self-assessment form and non-refundable application fee.

Requirements to be 'fit and proper to work with children' are essential for an educator and all adult family/household members in order to be successful and these are outlined in the set up and operating costs in this handbook.

On application you will be provided with further details of the process of assessment, these are to determine your motivation, attitudes and values regarding diversity and acceptance, your knowledge of children's learning and development through play and your willingness to learn and provide a business offering quality education and care. The process involves applicant interviews, play session attendance and visits to nominated educators, applicant's interactions with children and adults, orientation, compulsory training requirements, residence assessment and a competency assessment on your working knowledge of the National Regulations (open book).

Before an educator can commence, you must successfully progress through the registration and membership process in order to be issued a certificate of membership to operate your family day care business.

SERVICE MEMBERSHIP

Eastern Region Family Day Care Policies and Procedures

Eastern Region Family Day Care has developed policies and procedures that reflect the National Law, Regulations and Standard for education and care services, and particular to family day care in Western Australia.

The policies detail requirements and procedures particular to co-ordination unit and educator roles and responsibilities to ensure the wellbeing of children and a quality education and care service. Policies are reviewed on a regular basis and all stakeholders are given the opportunity for input.

Access to policies are made available through our website educator portal during the registration and membership process and a Policy Manual is provided to educators upon becoming a service member, this is required to be accessible to families of enrolled children.

Service Membership Deed

New educators are initially offered an interim membership for a term of six months, this is formalised when signed by both the educator and our approved provider – the Shire of Mundaring. During this time you are regularly visited (booked and unannounced visits), mentored, supported, guided in your practices and monitored in accordance with the terms of the Service Membership Deed and Code of Conduct.

Membership is extended to the full two year term when performance is assessed and meets membership criteria. Where performance requires improvement, a continuous improvement plan may be put into place at the Eastern Region Family Day Care Service's discretion or membership terminated if an educator fails to comply with requirements.

New educators initially pay a six month levy, then on full membership, educator levy payable are withdrawn fortnightly when family subsidies are processed.

Registration and Membership Review

A bi-annual review of educator's membership is completed by Service staff. The review ensures educator's and household member's fit and proper status continues to be met; the residence/venue complies with regulatory and service requirements (formal annual review); an educator's performance continues to meet the membership criteria and areas of improvement and training identified and completed.

Educators meeting these requirements are acknowledged; if not meeting the requirements; they are required to work successfully towards their continuous improvement plan.