



## DALAS FAMILY DAY CARE EDUCATOR HANDBOOK

Dalas Family Day Care Office:

78 Snakegully Drive, Bundoora 3083

Phone: (03) 94672441

Approved Provider Shamsa Hassan

Mob:0423752437

Email: dalasfdc@gmail.com.au

### OUR PHILOSOPHY

#### ***Dalas Family Day Care Philosophy***

*‘We respectfully acknowledge the traditional indigenous owners of the lands on which we work, learn and play and pay respects to elders past and present’*

*Dalas Family Day Care’s Philosophy is a statement identifying our beliefs and reasons behind our practices. It embodies the principles and practices that underpin our everyday interactions with children, families, educators, staff, the learning environment and the wider community. Dalas Family Day Care’s Philosophy has been influenced by staff, children, educators, and families that use our service and encompasses the elements of the National Learning Frameworks. (The Early Years Learning Framework and My Time Our Place)*

*We recognise, respect and celebrate the diverse cultures that each child, family, educator and community bring to the service. We acknowledge that each family brings a diverse range of needs, interests and experiences to the early education and care environment. The diversity of child rearing practices are acknowledged and respected by the entire service.*

#### ***In relation to children***

- *We believe that all children are unique individuals that need to feel safe, secure, respected, included and supported in a home environment that promotes a sense of belonging. That will help them to develop to their full potential.*
- *We believe children have their own evolving strengths, abilities and interests and are curious, competent and unique learners that learn at their own pace.*
- *We believe in children’s abilities to succeed regardless of diverse circumstances and abilities.*
- *We believe children’s learning is holistic, complex and unique. We provide a play-based environment where the children have opportunities to experiment, investigate, problem solve, assess, discover, create, challenge thinking, build new ideas, improvise, imagine, spontaneity, and familiarity.*
- *3*
- 
- *We aim to foster children’s learning through play which comes directly from their interests, experiences, needs and developmental abilities*
- *We believe children learn from diversity of various ages, genders, personalities, cultures, religions and backgrounds, families and communities have a major impact to this learning.*
- *We believe children learn from positive interactions that strengthen relationships, share decisions, display respect and trust, stimulate and challenge their thinking, and provide feedback. This creates a sense of belonging for each child and supports development of a positive self-image and confidence. We aim to provide an environment that is free from bias and acknowledges each child’s cultural background.*
- *We believe children are capable of learning how to care for themselves and their environment through discussions, experiences, experiments, healthy eating, rest, exercise, every day practises, routines and observing best practises and positive role modelling within the Family Day Care environment.*
- *We believe in a sense of wonder, belonging to and love of the land, nature and animals are critical for young people to develop lifelong respectful, positive and proactive attitudes to our environment and to ensure our sustainable future.*

### ***In relation to the community and families***

- *We believe that forming positive partnerships with the educators, families, children, and relevant stakeholders in the child education sector, we can assess and meet the evolving needs of our community and continue to work towards quality and maintain current best practice.*
- *2We acknowledge and value the importance of the wider community and endeavour to create and maintain links with services in the different municipalities*
- *We believe in working closely with the community by aiming to meet the families' needs and expectations for their children's child care needs and promoting respect and understanding of different communities understanding through quality practises.*
- *We believe forming a positive partnership with families and educators allows for open communication so the children, educators and family's needs are being met,*
- *We believe in equity for all children, educators, families and staff and in each other's capacity to succeed in positive relationships.*
- *We believe diversity enriches our everyday lives.*
- *2We believe that we are all continuing to learn and we reflect on our practices regularly to assess, maintain and strive to meet quality standards.*
- *We recognise the importance of families in children's lives. Families bring a wide range of skills and knowledge to the service and are actively encouraged to collaborate with educators about curriculum decisions in order to ensure that learning experiences are meaningful. Educators and Dalas Family Day Care Service provide inclusive spaces for all families where support and advice can be provided to promote the health and wellbeing of all children*
- *We believe that building partnerships with the child's family is based on the foundations of understanding each other's expectations and attitudes, and drawing on each other's knowledge of the child, valuing and respecting each other's contributions to the roles in the child's life, trusting each other and having open communication.*

### ***In relation to the educators***

- *We believe in recognising, respecting and valuing each other's knowledge, skills, experience and training and working together with a team approach to provide positive outcomes for each other the children, educators, families and the community*
- *4.*
- *We believe the importance to participate in ongoing professional development as part of our quality improvement and continue to provide a service that reflects best and current practice.*
- *We believe that establishing partnerships with Dalas Family Day Care staff and educators provides motivation and support for each other. Building partnerships with staff and educators a based on the foundations of understanding each other's expectations and attitudes, and drawing on each other's knowledge, valuing each other's contributions, trusting each other and having open communication.*
- *We believe that in following the National Learning Frameworks principles and practices children will be working towards and achieve the 5 learning outcomes.*
- *2We abide by My Time Our Place, The Early Years Learning Framework, Education and Care services National Regulations*

### ***In relation to the environment***

- *We strive to be leaders in the industry and strongly advocate for the role that Family Day Care plays in the wider community to provide an educational service for children in the home environment*
- *We believe in the importance to educate children to care and respect the natural and surrounding environment.*
- *We believe in the importance for the children to have access to the indoor and outdoor environment and have the opportunity to participate in a flexible program for both areas*
- *We believe that the environment is more than the aesthetics it also extends the emotional feel it reflects on the children and families. We believe in providing a welcoming, calm and friendly atmosphere for children, families and visitors in the educator's home.*
- *We believe in providing a play-based learning curriculum where children are protected, supervised and supported in a child-initiated learning environment.*
- *Every precaution is implemented to protect children, staff, families and visitors from hazards.*
- *2We believe we can all learn from each other by role modelling sustainable practises, being environmentally responsible and showing respect for the environment. In relation to education*

- We believe children learn in a relaxed environment that promotes learning through holistic approaches with the physical environment, experiences, routines and interactions.
- We believe in planning experiences based on the children's evolving strengths, interests & family input.
- We believe that children learn through planned and spontaneous experiences.
- We believe that children learn from small groups in a home environment with mixed ages, and also in a larger group setting with the support of their educator.
- We embrace the Early Years Learning Framework and My Time Our Place and aim for educators, children, staff and families to sense a feeling of **Belonging** to Dalas Family Day Care, to feel free to **Be** themselves, and help each other learn, grow and **Become** to their full potential.

## Our Commitment to child Safety and wellbeing

Our Service is committed to safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our Service is committed to implementing and abiding by our *Child Safety and Wellbeing Policy* based on Child Safe Standards in Victoria (2022), which accentuates our **ZERO TOLERANCE** for child abuse and raising awareness about the importance of child safety in our Service and the community.

We are dedicated to protecting children from abuse and neglect and promote a child safe environment, maintaining children's wellbeing. We adhere to our comprehensive *Child Protection Policy*, standing by our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

We work to ensure there is clear awareness between appropriate and inappropriate behaviour concerning adults and children. We require clear precincts between children and employees, volunteers and the community to maintain children's safety.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We value diversity and **DO NOT TOLERATE** any discriminatory practices.

We are committed to ongoing professional development for employees to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring employees are responsive to their responsibilities in keeping children safe.

We work in collaboration with the United Nations Convention on the Rights of the Child and have confidence in educating children about their right to be safe. We believe in teaching children what to do if they feel unsafe and encouraging them to express their view and thoughts on matters that directly affect them.

As educators we listen to and empower children to act on any concerns, they or others may raise which is reflective in our policies and procedures in keeping children safe.

In its planning, decision-making and operations Dalas Family Day Care Staff and Educators will:

- Take a preventative, proactive and participatory approach to child safety and wellbeing;
- Value and empower children to participate in decisions which affect their lives;
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children
- Respect diversity in cultures and child rearing practices while keeping child safety paramount;
- Provide written guidance on appropriate conduct and behaviour towards children;
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Take our policy and legal responsibilities seriously, including:

- Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police
- Failure to protect: People of authority in our service will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are mandatory reporters must comply with their duties.
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- Value the input of and communicate regularly with families and carers

## WHAT IS FAMILY DAY CARE?

A Family Day Care Service is a network of professional educators providing Education and Care in their own homes or venue for children aged 6 weeks to 12 years of age. With the assistance of Dalas FDC Care educators will be supported in setting up their own business plan and registering with the Family Day Care Scheme. Dalas FDC Day Care Scheme is licensed under the Education and Care Services National Regulations (2011). We are required to comply with the National Quality Framework. Funding is also available to families through Family Assistance Office in the terms of Child Care Subsidy.

### QUALIFICATIONS REQUIRED

- Senior First Aid certificate (ACECQA Approved)
- Training in Asthma and Anaphylaxis Emergency Management (ACECQA Approved)
- Actively undertaken or working towards Certificate 111 in Early Education and Care
- Previous experience working with children is desirable
- Working with children check (relevant states).
- Food handling certificate (if handling / providing food)

## WHAT ARE THE BENEFITS OF BEING AN EDUCATOR WITH DALAS FAMILY DAY CARE?

Understanding and support educator's niche / strengths and point of difference in the market.

- Support with "individual business plan."
- Mentoring support from our experienced Field Coordinators
- Emergency and relief educator support.
- Tailored support systems including:
  - Documenting More by Writing Less
  - WH&S common breaches
  - NQF assessment.
  - Support in setting up your environment.
  - Sustainability support.
- Support with children with additional needs.
- Electronic access to policies and procedures
- Electronic copy of EYLF / My Time My Place
- Electronic copy of Regulations/ Act
- Electronic guide to EYLF
- Electronic staying Healthy in Child Care.
- All compliance posters
- The first Australian National Scheme where the educators benefit from the scheme growth.

- Annual networking & professional development conference Most importantly you get the commitment & service delivery you deserve. Your views & opinions are respected & the dedication by all staff to fulfil your expectations is a priority.

## NUMBER OF CHILDREN YOU CAN CARE FOR

The number of children you can have in your premises at any one time is determined by the National Education and Care Regulations. Educators working in Family Day Care can care for a maximum of 7 children at any one time. This is made up of no more than four (4) children of preschool age or if the children are being educated & cared for at a residence, the educator's own children & any other children at the residence are to be taken into account. (Education & Care Services National Regulations).

## EDUCATOR INDUCTION

The role

Scheme is to recruit and train potential educators. A thorough induction process is provided to ensure educators are aware of their role and responsibilities while working as a Family Day Care Educator with

Day Care. Induction training will be provided to all new educators with training provided in relation to:

- Child Protection
- Work Health and Safety
- Policies and Procedures.
- Documentation
- Business planning
- Administrative Training
- Stimulating Learning Environments
- Behaviour Guidance Training

## PROFESSIONAL DEVELOPMENT

The Education and Care industry is about critical reflection and evaluating the practices. Changes are occurring all the time requiring educators to be flexible. To ensure educators with Dalas Family Day Care have current knowledge ongoing training & professional development opportunities will be offered. Dalas Family Day Care will encourage educators to actively participate in training by sending links to online training courses & other professional development opportunities within their relevant area.

## VICTORIAN CHILD SAFE STANDARDS

Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

## REPORTABLE CONDUCT SCHEME

### What is the Reportable Conduct Scheme?

The Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The scheme is established by the Child Wellbeing and Safety Act 2005.

It has been designed to ensure that the Commission for Children and Young People (CCYP) will be aware of every allegation of certain types of employee misconduct involving children in relevant organisations that identified in the schedules below.

The Commission will also share information where appropriate, including with the Working with Children Check Unit relevant regulators and Victoria Police, to prevent and protect children from abuse.

For more information, see:

- [Commission for Children and Young People](#)
- [Working with Children Check](#)

### What is reportable conduct?

There is an allegation of 'reportable conduct' where a person has a reasonable belief that there has been:

- a sexual offence (even prior to criminal proceedings commencing)
- sexual misconduct
- physical violence committed against, with or in the presence of a child
- behaviour causing significant emotional or psychological harm
- significant neglect of a child
- misconduct involving any of the above.

The scope of 'reportable conduct' is wide and is not limited to criminal conduct. This means that reportable conduct includes:

- sexual abuse
- grooming
- sexting
- inappropriate physical contact
- sexualised behaviour with a child.

Reportable conduct includes information about something that is alleged to have occurred outside the course of the person's employment or engagement with the Department.

## CODE OF CONDUCT

All permanent and relief educators and all other staff members agree to abide by this code of conduct. Whilst the Approved Provider/ Nominated Supervisor are ultimately responsible for ensuring the code of conduct is adhered to, all educators and other staff members will assist in maintaining the code.

## CARE OF CHILDREN

The Approved Provider/Nominated Supervisor, educators and other staff members must, in relation to each child, at Dalas Family Day Care Scheme, ensure that:

- a) The health, welfare, and progress of the child are promoted, and
- b) The child is provided with a range of activities designed to promote social, emotional, cognitive, cultural and physical development, and
- c) The child is (where appropriate) provided with regular and varied meals and refreshments, having regard to the child's age and to community practices, and d) The child is provided with educational and recreational activities (both on an individual and a group basis) that are suitable and adequate for the needs and interests of the child.

## SLEEPING ARRANGEMENTS

The Approved Provider/ Nominated Supervisor and educators must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the Service are met having regard to the ages, developmental stages and individual needs of the children. The Approved Provider/ Nominated Supervisor and Educators must ensure that:

- a) Each bed or cot for children at the education and care service is equipped with a clean and comfortable mattress and bed clothing that is appropriate to the climate.
- b) All bed clothing is kept clean and in a satisfactory condition.
- c) No child sleeps in the same room as an adult.

## SUPERVISION OF CHILDREN

The Approved Provider/ Nominated Supervisor and Educators must ensure that children at Dalas Family Day Care Scheme are adequately supervised, having regard to their ages, physical and intellectual development by an educator at all times. The Approved Provider/ Nominated Supervisor must ensure that no educator is allowed to supervise children unless the educator:

- a) is sympathetic to the welfare of children.
- b) has adequate knowledge, understanding and experience of children so as to be capable of meeting their needs.
- c) is able to adequately care for and supervise children. d) is of suitable age, health and personality to care for children and e) is of good character. f) has received suitable training in the proper care of children.

## INJURY & ILLNESS

If a child is injured or becomes ill or suffers a trauma while at Dalas Family Care Scheme the Approved Provider/Nominated Supervisor, Educators, other Staff members and/ or volunteers must follow the policies and procedures of the scheme.

## ADMINISTRATION OF MEDICATION

The Approved Provider/Nominated Supervisor, and Educators must ensure that a child must not be given medication unless: a) that administration is authorised. b) the medication has been prescribed by a registered medical practitioner, from its original container bearing the original label to whom the medication is to be administered and before the expiry and use by date.

## FIRST AID KITS

The Approved Provider, and Educator's must ensure:

- a) that there is a suitable and fully stocked first-aid kit at the education and care service.
- b) that at all times the educator holds an approved qualification in the administration of first aid.



c) that all first-aid equipment, medicine, drugs and other substances potentially harmful to children are inaccessible to children.

d) Dalas FDC will issue educators a checklist of the basic first aid contents.

## DISCIPLINE OF CHILDREN

The Approved Provider/Nominated Supervisor and all staff/ educators must ensure that each child at Dalas Family Day Care Scheme: a) is given adequate positive guidance towards socially acceptable behaviour, and b) is not subject to or threatened with:

- any form of punishment.
- any punishment that takes the form of immobilisation or force-feeding.
- any punishment that is intended to humiliate or frighten the child.

## CHILDREN NOT TO PERFORM UNREASONABLE DUTIES

The Approved Provider/ Nominated Supervisor and all other members of Staff must ensure that a child at Dalas FDC Scheme is not required to perform duties that are unreasonable, having regard to the child's age, physical, and intellectual development.

## CHILDREN NOT TO BE RELEASED INTO THE CARE OF STRANGERS

The Approved Provider/Nominated Supervisor and all Educators must ensure that no child leaves Dalas Family Day Care Scheme in the care of any person other than:

- a) a parent of the child.
- b) an authorised nominee named in the child's enrolment record.
- c) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.

### Notification of Death

The Approved Provider must notify the death of a child at the Education and Care Service to the Regulatory Authority as soon as possible and within the 24 hours of the incident.

## CONFIDENTIALITY

All staff and educators will ensure that they maintain and respect each individual's right to privacy and confidentiality. Information regarding families and children's needs will be shared between the educator and Dalas FDC Scheme in the best interest of the child. That permission to share information will be sought from parents except in child protection matters. The use of public media is restricted to promotional advertising & networking only & is monitored by your Field Coordinator. When using public media educators are encouraged to maintain a high regard for professionalism at all times.

## CONFLICT OF INTEREST

Individuals must maintain their professional integrity by recognising and reporting potential conflicts of interest. Such incidents may be reported to your Approved Provider Shamsa Hassan

## FAIR AND RESPECTFUL BEHAVIOUR

Dalas Family Day Care educators are to communicate honestly and openly Value each person's point of view. Welcome diversity and engage in inclusive practices.

## RIGHT AND RESPONSIBILITIES



Out of respect for children our Scheme's practices will acknowledge the rights of each child and will include the child's rights to:

- ✓ A voice
- ✓ Dignity and respect
- ✓ Participation
- ✓ Quality experiences whilst in care
- ✓ Be a child Learn through play

### SOME SET UP COSTS TO CONSIDER:

Educator's registration fee:	Nil Registration Fee Educators are required to purchase and maintain a CCMS Approved Software system in Hub Works Approx. cost is \$200 + GST annually
Public Liability Insurance:	Individual costs will vary depending on policy chosen (approx. \$500-\$600). Contact FDCA website First aid/ anaphylaxis training:
First aid/ anaphylaxis training:	Please check with appropriate training organization and ensure you check with Dalas FDC that it is approved.
First aid kit-large for the home First aid kit-for the car	A fully stocked first aid kit is required. Approx. \$65 \$15.00
Working with Children Check and National Criminal History Check:	Varies for each state. From Approx. \$125 each volunteers are free \$50.00 volunteers are free
Appropriate Fire Equipment:	Fire extinguisher, fire blanket \$40
Resources	Toys, equipment, cots, bedding, car seats.

### SCHEME FEES AND CHARGES:

PARENT LEVY	PER HOUR PER CHILD (ATTRACTS CCS)-refer to Educator Agreement
-------------	---

### WHAT EQUIPMENT WILL I REQUIRE?

To operate a successful family day care service, your physical environment needs to include appropriate resources, toys and play equipment.

#### The Basic Equipment List

The following is a list of the basic equipment required when you first start your business.

You will need to add to this on a regular basis, to support your program of experiences which is based on the interests and skills of the children. Not everything you purchase has to be new, you might like to advertise for donations on a local Facebook page or visits the 2nd hand shops or tip shops. Just ensure anything you buy or receive 2nd hand, is in good repair without broken parts.

Block play Block play is critical for children's problem-solving skills, as well as encouraging hand eye coordination, language skills and logical thinking. Include the following:

- Set of blocks (large and small) with various shapes and sizes
- Babies and toddlers will require a set of light, large blocks

### DRAMATIC PLAY

Dramatic play allows children to express themselves and to make sense of their world. You don't need expensive costumes for dressing up, providing various materials will stimulate imagination.

Some suggestions are below;

- Dress ups – scarves, long material. Sarongs, big work shirts, hats, ties, shoes/boots, bags, jewellery, aprons, tutu's, overalls, capes, old clothes
- Dolls - washable and suitable for dressing, representing different cultures
- Dolls clothes, blankets and wraps
- Real kitchen utensils and saucepans, jugs, cups, oven gloves, tongs etc.
- Tools sets (checking for safety of items first IE: screwdrivers)
- Office set up (old keyboards, phones, calculator, clipboards, pens)
- Keep your own empty grocery boxes and set up a shop

## MANIPULATIVE PLAY

Manipulative play involves the use of hands, muscles, and eyes. It helps to develop coordination and a variety of skills. Include the following:

- Puzzles - an assortment to meet the needs of the children, e.g., some with large knobs for younger children, some simple ones with only a few pieces, and some with more pieces that offer older children a challenge (You can borrow from council libraries)
- Playdough - easily made at home
- Cutters, lids and other interesting objects for pressing and rolling dough
- 'Bits and Pieces' trays (assorted items collected for turning, twisting, stacking)
- Threading materials such as very large beads, pasta, cotton reels with shoe laces, threading cards
- Stacking and nesting toys (containers are good for this)
- Assortment of objects for sorting and categorising, e.g. beads, buttons, shells

## ART AND CRAFT

Art and craft should be offered in open-ended experiences. Meaning materials are offered without a specific purpose in mind. Children should be free to use their imaginations. Consider the following;

- A variety of drawing materials including, crayons, pencils, felt pens, charcoal.
- Glue, brushes, and a variety of collage materials (natural items are great IE: shells, seeds, leaves, sticks), coloured paper, fabric, patty pans, cardboard, foil, cotton pads, string etc
- A variety of paint brushes, rollers, paint and large paper for children to paint on (Office shops and Newsprint Companies often give away boxes of computer paper for free)

## Music

All children enjoy musical experiences which can include playing instruments to songs, dancing, learning movements/words/hand actions to specific songs. Think about including these every day;

- Musical instruments e.g. shakers, bells, tapping sticks, tambourine, drums, rain makers
- A variety of musical CD's to expose children to different styles of music, such as classical music, country, jazz, cultural (Don't just rely on common children's groups)

## BOOKS

Mem Fox says, "You should read 5 books/day to young children" It is best to have a selection of books suitable for all ages of children to use;

- Babies need soft, books with covering that can be wiped clean. They enjoy books with large, colourful pictures and simple text.
- Interest books that contain topics on nature and animals
- A selection of good quality books for adults to read with children (Access your local council library, so you can swap the books often)

## SOME OUTSIDE PLAY IDEAS;

Outside play is important for promoting physically active play, coordination and social interactions. Include the following:

- Sandpit or tubs that hold sand (a variety of sand toys)
- Some sort of water trough/container/baby bath (a variety of cups, funnels, floating toys/ sinking toys)

- Variety of different size balls
- Ride on toys such as bikes and scooters
- Push-pull toys such as lawn mowers, dolls prams, trucks
- Natural resources such as leaves, nuts, stones and shells for discovery play
- Recycled tyres with planks for balancing
- Look at hiring larger items from a toy library?
- Hoops, skipping ropes, tennis racquets or other resources that promote physical play
- Garden tub (and gloves/rakes/spades/watering cans) for planting produce/herbs and flowers

OTHER: Cots Car seats Strollers Mattresses Please Note: all cots & highchairs need to comply with ASNZ standard

## HOW WILL I KNOW IF MY HOME IS SUITABLE?

The only way to know for sure if your home/venue is suitable is to invite Dalas FDC into your home/venue so we can do an initial assessment. We are more than happy to visit at a time convenient for you.

We welcome the opportunity to visit you in your home as we can suggest ideas and strategies to make starting a Family Day Care in your home as smooth as possible. It is not necessary for you to own your own home. If you are renting, we require from your landlord, permission in writing to operate Family Day Care from the rental property.

## SELF EMPLOYED:

Family Day Care Educators are classified self-employed and are responsible for their own taxation requirements and payments. Field coordinator can support you in some areas of business but individual tax advice is recommended. Family Day Care Educators are required to obtain an ABN from the Taxation Department. Australian Tax Office – 13 28 66 [www.ato.gov.au](http://www.ato.gov.au).

No small business can operate without some degree of paper work and FDC is no different. It is important to keep on top of your paper work especially as it may not be your area of expertise. You will be provided with training in the administrative requirements.

Educators are required to take out Public Liability Insurance prior to registering as an educator. (there are a few options re this insurance, Family Day Care Australia is a great starting point, google the site for more information).

## WORKING WITH CHILDREN CHECKS

All educators and family members over 18 years of age are required to complete a “Working with children check”, appropriate to state specific. Please speak to our Field Coordinator in relation to your WWC to ensure this process is complete as soon as possible.

## YOUR FEES:

As a self-employed educator you are able to set your working conditions in conjunction with Dalas FDC. This includes the days / hours / nights you wish to work. The process of creating a fee schedule and agreement between families and Dalas FDC will be explained during your training. This training will also explain about Child Care Subsidy (CCS) responsibilities and fee collection process. Educators will collect fees from the families on behalf of Dalas Family Day Care Scheme.

## Dalas FAMILY DAY CARE SCHEME POLICIES AND PROCEDURES.

All educators registered with Dalas FDC Scheme will be provided with clear policies and procedures (in digital format available on our website) Educators are expected to become familiar with these policies and procedures and abide by these when operating as an educator with Dalas FDC.

## USEFUL WEBSITES

Family Day Care Australia	<a href="http://www.familydaycare.com.au">www.familydaycare.com.au</a>
ACECQA	<a href="http://www.acecqa.gov.au/">www.acecqa.gov.au/</a>
My Child	<a href="http://mychild.gov.au">http://mychild.gov.au</a>