



PROSPECTIVE EDUCATOR HANDBOOK

CABONNE FAMILY DAY CARE

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Postal Address:

Cabonne Family Day Care

PO Box 17

Molong NSW 2866

Office Location:

Waluwin Building

103 Bank Street

Molong NSW 2866

Opening Hours:

9am – 5pm

Monday – Friday

Education & Care Quality Rating

Cabonne Family Day Care

meets the National Quality Standard, providing quality education and care in all seven quality areas.



ABOUT FAMILY DAY CARE

Cabonne Family Day Care

Cabonne Family Day Care provides high quality education and care, operating under the National Quality Framework. Our aim is to offer a unique home-based education and care services that are safe, secure, and stimulating. Our service caters for children aged 6 weeks to 13 years.

Educators care for a small group of children in their home environment on a permanent and casual basis, for day care, before and after school care, vacation care, overnight care, and weekend care. Family Day Care can be both financially and personally rewarding. Educators can provide care on the hours and days that match their needs and the needs of their family. Operating a family day care business also gives educators the opportunity to care for their own children whilst earning an income.

Our service acknowledges that educators are individuals who have their own unique style and personality when delivering the family day care experience. Educators should understand the need for open-mindedness, flexibility, and the importance of being able to accommodate the wide range of needs presented by children and their families.

Family Day Care Ratio

- 1:7 educator to child ratio: 1 educator to a maximum of 7 children.
- Educators can care for a **maximum of 4 children under school age**, and a maximum of 7 school aged children, **but cannot go over the above ratio of 1:7**.
- The ratio must include the educator's own children, younger than 13 years, if there is no other adult to actively care for them on the premise.
- Educators cannot claim Child Care Subsidy for their own child, foster child, adopted child, any child they have legal responsibility for, siblings, half-siblings or step-siblings.
- Educators must not provide care for more relatives than non-relatives in a CCS fortnight. This is known as the less than 50% rule. When calculating the 50% rule, you must count all children enrolled in a session of care for the fortnight regardless of whether they attended care (absence). Extended family members include the educator's, or their partner's, niece, nephew, cousin, grandchild or great-grandchild.

What Are the Benefits?

- The home-based setting provides a familiar, safe, and secure learning environment.
- Educators have full control over the program they deliver and how environments are set up.
- Current research confirms the importance of strong relationships with significant adults to a child's early learning; family day care's small group environment facilitates strong relationships and promotes effective early learning and social development.
- Family day care provides education and care for children from 6 weeks to 13 years, offering the possibility for siblings to be cared for together in one location.
- Family day care provides experiences that reflect the diversity of your community.
- Educators can enjoy more time with their own children and family.
- Educators set the days and hours they work!
- Educators also set their hourly fees with support from the Principal Office staff.

TESTIMONIALS

“When I decided to start a Family Day Care it was important to me to have the right service behind me, one that would uphold the principles of the EYLF and our Code of Ethics. A service who would help me meet the regulations, improve my practice, and understand that I am also raising my own family in this very environment. The Cabonne Family Day Care service exceeded my expectations and are always there to support me to feel safe that I am carrying out my business in a professional manner. They know the children and their families and assist me to provide for the diverse needs of our community. I would not hesitate to recommend the service to anyone thinking about becoming an educator or to families looking for a professional family day care team.”

Educator

“I wish there were a way to promote the ways that family day care is not like a service and why it is valuable for under threes in particular. We all know that children learn best in relationships. All parents see when they walk in is the way it “looks”, and they think their children have more opportunities for building friendships. The reality is very different. I really believe that smaller services and family day care should be the experience for children but there is such a push at the moment for “quality” and they are focussing on all the wrong things. Family day care should not become more like a service- services should become more like family day care. They even try to make it more homely – that is what they go for in room set up – but it is superficial. Also, children mixing with other age groups is beneficial for their development.”

Educator

What does family day care mean to me? “Learning development, social development and a nice precursor to preschool and school for the child. It provides me to work and contribute to, and help, improve our family finances and goals”

Parent

What does family day care mean to me? “I feel it is the best option for child care. My daughter has a lovely bond with her carer. I would not be comfortable leaving her in a large centre at such a young age. Family day care is invaluable”.

Parent

What does family day care mean to me? “It means my little boy can have child care in a home environment with a wonderful educator!”

Parent

WHAT CAN YOU EXPECT FROM THE PRINCIPAL OFFICE?

The support from the Principal Office staff ensures that educators are supported, trained and up to date with current early childhood practices. In addition to this, we provide playgroup sessions, access to a resource library, phone and email support and alternate care arrangements.

Roles and responsibilities of the family day care Principal Office include:

- Visiting educators on a regular basis. The purpose of these visits is to determine how each child is progressing in care, observe compliance, monitor the quality of care being provided, offer support, resources, and guidance to the educator.
- Advocating for educators.
- Attracting families to the service.
- Assisting families with the enrolment process.
- Providing families with information about family day care.
- Conducting courtesy calls to families.
- Assisting families in choosing a suitable educator.
- Recruiting, monitoring, and supporting educators.
- Provide training, information, guidance, and resources to educators.
- Ensure all documents in educator and child files are current and available.
- Ensure the safety and wellbeing of children through educator workplace inspections, regular monitoring, and support visits.
- Greatly support educators to comply with the Education and Care Services National Regulations, Education and Care Services National Law 2010, National Quality Standards, National Quality Framework, and service policies and procedures

THE NATIONAL QUALITY FRAMEWORK

What is the National Quality Framework?

The National Quality Framework (NQF) results from all Australian governments agreeing to work together to provide children with better educational and developmental outcomes. The NQF is the framework for national regulation, assessment and quality improvement of education and care services.

The NQF aims to improve educational and developmental outcomes for children attending education and care services such as FDC and promote continuous improvement in service quality.

The main benefit of the NQF is that it introduced new ratios of Educators to children and required higher qualifications for Educators working in the sector. For example, every FDC Educator must have a minimum Certificate III in Education and Care qualification.

FDC Educators have a ratio of four children under school age and seven children in total.

What are the main components of the National Quality Framework?

The Law and the Regulations

The Education and Care Services National Law (the Law) and the Education and Care National Regulations apply to all Long Day Care, Family Day care, Preschool and Outside School Hours Care services in Australia. The Law and the Regulations detail operational and legal requirements for an education and care service.

The Law has been passed by the Australian House of Representatives and Senate and adopted by each state and territory government. The Regulations fit under the Law and can be changed without the changes going back to parliament.

Managers of FDC Services need a general understanding of the Law and a detailed understanding of the Regulations. Managers are also the Nominated Supervisor of a service. The Nominated Supervisor is responsible under the Regulations for many things and can be subject to financial penalties if a court finds that they have not been compliant. Generally, these legal responsibilities are shared with the FDC Service and sometimes with FDC Educators.

Learning Frameworks

Under the National Law and Regulations, FDC Services must base their educational program on an approved learning framework. Two nationally approved learning frameworks outline the practices that support and promote children's learning:

- **Belonging, Being and Becoming: The Early Years Learning Framework (EYLF)** – for children from birth to five years.
- **My Time, Our Place: Framework for School Aged Care** - for school age children.

The National Quality Standard

The National Quality Standard (NQS) is the guide or benchmark for the quality of education and care services. It is the guide to what you should do in your FDC Service to ensure the service provides quality education and care for children. It is made up of seven quality areas that are important to outcomes for children:

- QA1 Educational program & practice
- QA2 Children's health & safety
- QA3 Physical environment

- QA4 Staffing arrangements
- QA5 Relationships with children
- QA6 Collaborative partnerships with families & communities
- QA7 Governance & leadership

FDC Services are assessed and rated against the NQS and given a rating for each of the seven quality areas and an overall rating based on these results. When an assessor completes an assessment and rating visits, the assessor visits the service provider's office and several Educators' services to witness the standards in practice.

Each quality area of the NQS has two standards, except QA1, which has three standards. Under each standard are elements that describe the outcomes that contribute to achieving the standard.

Roles

The NQS specifies several roles concerning education and care services – some have legal responsibilities attached to these roles. The main ones are:

- **Approved Provider** – the body that has the approval to run an FDC Service, such as the council. Cabonne Council is the Approved Provider for Cabonne Family Day Care.
- **Nominated Supervisor** – a person nominated by the Approved Provider to be responsible for the day-to-day management of a service. The Nominated Supervisor must give written consent to that nomination. The Children's Service Coordinator is appointed as the Nominated Supervisor for Cabonne Family Day Care.
- **Family Day Care Coordinators** – People employed by the Approved provider to monitor and support FDC Educators. FDC Services in NSW have a condition on their service approval that tells them how many Coordinators they must employ.
- **Educational Leader** – the Educational Leader is generally a coordinator who leads the development and implementation of educational programs in the service – they are the ones who help ensure the service is providing great educational program and meeting the requirements of QA1.
- **Person in day-to-day charge** – Whenever FDC Educators provide care, they must have access to either the Nominated Supervisor or a person in day-to-day charge of the service. There are minimum requirements for the person in day-to-day charge, and the person must agree in writing to be placed in day-to-day charge.
- **Regulatory Authority** – The body made responsible under the Education and Care Services Law to enforce the Regulations and assist services to comply with the Law and Regulations. In NSW, the Regulatory Authority is the NSW Department of Education, specifically it is the Early Childhood Education Directorate.

Assessment and Rating

Every education and care service is assessed against the National Quality Standard (NQS) usually around once every three years and is given a rating for each of the quality areas.

From those ratings, an overall quality rating is given:

- Exceeding the NQS
- Meeting the NQS
- Working Towards the NQS

- Significant Improvement Required

Our service is current Meeting the NQS.

	Significant Improvement Required	Working Towards National Quality Standard	Meeting National Quality Standard	Exceeding National Quality Standard	Excellent
1 Educational program and practice	<p>Service does not meet one of the seven quality areas or a section of the legislation and there is an unacceptable risk to the safety, health and wellbeing of children.</p> <p>The regulatory authority will take immediate action.</p>	<p>Service provides a safe education and care program, but there are one or more areas identified for improvement.</p>	<p>Service meets the National Quality Standard.</p> <p>Service provides quality education and care in all seven quality areas.</p>	<p>Service goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.</p>	<p>Service promotes exceptional education and care, demonstrates sector leadership, and is committed to continually improving.</p> <p>This rating can only be awarded by ACECQA.</p> <p>Services rated Exceeding National Quality Standard overall may choose to apply for this rating.</p>
2 Children's health and safety					
3 Physical environment					
4 Staffing arrangements					
5 Relationships with children					
6 Partnerships with families and communities					
7 Leadership and service management					



WHAT DO I NEED TO BECOME AN EDUCATOR?

Qualifications

- Hold a current qualification, in Early Childhood Education and Care or equivalent (e.g. Certificate III or Diploma). Educator cannot be working toward their minimum qualification.
- First Aid Certificate HLTAID012 (Provide first aid in an education and care setting)
- Resuscitation Certificate (updated annually)
- Child Protection Certificate (Completed in Certificate III) – Refresher completed every two years and will need to be completed upon registration if Child Protection Certificate was obtained over two years ago.

Other Requirements

- Current **paid** Working with Children Check (Your WWCC number must end in the letter E).
- All household members over the age of 18 years must also have a Working with Children Check (they may hold a volunteer check, which is free to apply for).
- Public Liability Insurance (renewed annually).
- If you are renting, you will need landlord permission to operate a family day care service from the premise. We can email you a flyer that you can pass onto them or real estate explaining family day care.
- Register for a Provider Digital Access (PRODA) Account (this account lets the government know you are an educator and allows you to receive Child Care Subsidy payment). The Principal Office will assist you in doing this.
- Police Check for educator and all household members over 18 years (no older than 6 months). Police checks must be satisfactory or registration will be denied.
- Medical Examination (signed off by qualified doctor).
- Meet health and safety regulations and standards to ensure your home is hygienic and safe for the children (Nominated Supervisor will work with you to ensure you meet the requirements).
- Some business administration knowledge.
- Prospective educator and household members must not have charges against them relating to the abuse or neglect of children.
- Have tablet, computer, or laptop available for use, with protection software.

Personal Qualities

- Passion and enthusiasm towards learning.
- Be proactive and have a positive attitude.
- Be able to create a safe, nurturing, educational environment that enhances children's learning and development.
- Be able to create collaborative partnerships with families.
- Have effective communication skills.
- Value the diversity of different cultures.
- Have the skills to positively guide children's behaviours.

COSTS OF REGISTRATION

There are some costs associated with setting up Family Day Care as a small business. Most costs are tax deductible. Approximate costs include:

- First Aid Certificate HLTAID012 (Provide first aid in an education and care setting)
- Resuscitation Certificate (CPR)
- Public Liability Insurance – Contact [Insurance for Family Day Care Educators](#) for a quote.
- Educator Levy - \$12.65 per week (deducted from CCS payments automatically)
- Harmony Software - \$5.50 per week (deducted from CCS payments automatically)

OTHER COSTS

Some other costs associated with Family Day Care, may include:

- Purchasing resources
- Fuel (if using car)
- Cots & bedding
- Car seats and car restraints checks
- Fire Equipment (fire extinguisher and fire blanket)
- Child Protection training
- Printing

We encourage you to speak with your accountant as any cost relating to your business may be tax deductible.

REGISTRATION PROCESS

1. Initial contact with the service.
2. Prospective Educator Handbook & Educator Application emailed.
3. Spoken with Nominated Supervisor.
4. Landlord permission sighted (if needed).
5. Site check completed and prospective educator notified of any improvements required.
6. Educator Application emailed back.
7. Educator Workplace Safety Audit conducted by Nominated Supervisor.
8. Educator and household members Working with Children Checks and Police Checks sighted and verified.
9. Referee checks completed.
10. Documentation sighted.
11. Educator Induction conducted.
12. Relevant forms signed (e.g. Educator Agreement, Code of Conduct, Bank Details).
13. Issue of registration certificate.
14. First day of care.

EXCURSIONS

Educators are encouraged to attend excursions in their community. To leave the approved residence, an educator must complete a risk assessment of the excursion destination and gain written authorisation from parents of the children attending.

Frequently visited places include:

- Cabonne Family Day Care playgroup sessions
- Parks
- Bus stops
- Libraries
- Other community playgroups
- Local schools
- Local playgrounds
- Other educator's approved residences
- Nature walks

Risk Assessments can also be completed for adventurous play experiences, such as trampolines and equipment with a fall height over 60cm.

HARMONY SOFTWARE

Harmony is a web-based platform used by child care services across Australia. It provides online time sheets, a base for information on children and parents, allows automatic reporting to the Department of Education.

Educators are required to have a computer, laptop, or tablet (iPad) to use Harmony. Harmony can be accessed on a smart phone, but it is not recommended as the site does not display properly on a smart phone.

Harmony replaces the need for paper time sheets, making our service more sustainable. Educators can view and if necessary, edit time sheets. Children are signed in and out by their guardian, or the educator, using a unique PIN sent to parents upon enrolment. This makes for more accurate reporting on sign in and sign out times.

Harmony provides educators with all the enrolment information of parents and children, including contact numbers, emails, emergency contact numbers and birth dates. This allows for educators to access important information more quickly, rather than searching through paperwork.

As invoicing and receipting is compulsory, Harmony allows educators to invoice and receipt parents, with an ease. The invoicing and receipting module keeps a running balance of what a family owes to the educator and allows educators to generate an invoice or receipt in minutes.

Harmony comes with a weekly charge of \$5.50, which is deducted from your Child Care Subsidy income before it is paid to you.

FREQUENTLY ASKED QUESTIONS

Am I considered employed or contracted?

Neither. Educators are self-employed and are considered 'sole traders'.

How much money can I earn?

Educators set their own fee schedules (guidance is provided) and income depends on how many days and hours you plan to operate.

Example 1 – An educator who is full, works five days a week, 8 hours per day with a \$9.00 hourly fee will earn \$1,440 per week (before tax).

Example 2 – An educator who is full, works three days per week, 6 hours per day with a \$9.50 hourly fee will earn \$684 per week (before tax).

How much paperwork is involved?

As with any small business there is administration and paperwork, however educators will receive training and ongoing support from the qualified staff at the Principal Office. We are also actively working on making many forms e-Forms that can be done online.

Do I need to have Insurance?

Yes, you must not operate your business without Public Liability Insurance. Public liability insurance can be purchased from Family Day Care Australia.

[Insurance for Family Day Care Educators](#)

How do I fill my vacancies?

The Cabonne Family Day Care Service receives enquiries from families and maintain a waiting list of children. Families are then referred to educators who have suitable vacancies. Educators are also encouraged to seek families themselves.

What happens if I have a problem?

The service staff are available to assist and guide you with any problem.

Can I have pets?

Yes, however educators must adhere to the Cabonne Family Day Care Pets Procedure.

What if I rent?

Rental properties can be used as Family Day Care venues if you have the permission from the landlord. Landlords can be referred to the Principal Office if they would like more information. We have an information sheet that can be provided to landlords.

What if I have a swimming pool?

Educators with swimming pools are required to maintain the pool in accordance with the Swimming Pools Act (1992) and Swimming Pools Regulation 2008 and the Swimming Pools (Amendment) Act 2012. All swimming pools are to have a registration and compliance certificate (issued by your local council). **At no time are children enrolled at the service permitted to swim.** A swimming pool is defined as a structure that is capable of being filled with 300mm of water or more and issued for swimming and other water activities. Swimming pools must be surrounded by a child resistant barrier.

Do I have to purchase a lot of equipment prior to starting?

It is expected that you will have some basic equipment prior to starting and then slowly purchase more to add to your business as you earn money. You will need to ensure that you have suitable cots/bedding for children and car restraints if you intend to transport children. The service also has a free Toy Library available for educators to borrow educational toys and equipment.

Do I need to advertise?

Cabonne Family Day Care looks after advertising on your behalf. However, educators are permitted to self-advertise, ensuring they include the service logo.

What does my partner need, and can they be at home?

If your partner resides at your residence, they will need a volunteer Working with Children Check and a Police Check (no older than 6 months). This will also apply to anyone in the home aged 18 years and over.

Partners are most definitely allowed to be at the residence and interact with the children. Many of the children that attend family day care enjoy interacting with the educator's partner.

What happens if I am ill and need a day off?

If educators take a day off, they will not be paid for this day as they are unable to provide their services. Alternate care can be organised by the Principal Office.

If you need to attend a short appointment, staff may be available to come and provide care to your children while you attend the appointment, so you do not have to cancel care.

What if I have my own children at home with me?

Your own children (under 13 years) will count in your ratios when they are at home with you. This means, if you have one non-school aged child at home, then you may only have three other non-school aged children that day. Your children do not attract any fees or Child Care Subsidy. Children no longer count in your ratio the day they turn 13 years old.

USEFUL WEBSITES

NSW Family Day Care Association - www.nswfdc.org.au

Family Day Care Australia - www.fdca.com.au

Australian Children's Education and Care Quality Authority - www.acecqa.gov.au

Early Childhood Australia – www.earlychildhoodaustralia.org.au

Kidsafe – www.kidsafe.com.au

Department of Education: Child Care Subsidy - <https://www.education.gov.au/early-childhood/child-care-subsidy>

Thank you for considering becoming a family day care educator with our wonderful service. We are highly supportive and are always searching for more educators to join our team.

If you have any further questions, we would love to hear from you!

Please contact us by calling 02 6392 3219 or emailing fdc@cabonne.nsw.gov.au