



PROSPECTIVE EDUCATOR HANDBOOK

CABONNE FAMILY DAY CARE

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Postal Address:

Cabonne Family Day Care
PO Box 17
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Office Location:

103 Bank Street
Molong NSW 2866

Opening Hours:

9am – 5pm
Monday – Friday

ABOUT CABONNE FAMILY DAY CARE

Cabonne Family Day Care provides high quality education and care, operating under the National Law, National Regulations and 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 care for them.

Examples

During the school term, an educator will usually have four non-school aged children during school hours, with the option of having three school aged children before & after school.

During school holidays, an educator may have four non-school aged children and three school aged children all day.

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 resourced, trained and up to date with current early childhood practices. In addition to this, we provide playgroup sessions, access to a resource library, fun days, phone 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 children, 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

Cabonne Family Day Care is committed to the National Quality Framework (NQF) for Education and Care Services. The NQF was implemented across all early childhood services nationally, in 2012. This means that all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care. The framework guides providers in improving their service in areas that impact on a child's development and empower families to make informed choices about their child's education and care.

The National Quality Framework includes:

- A national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- 7 National Quality Standards
- An assessment and rating system
- A regulatory authority in each state and territory who will have primary responsibility for the approval, monitoring, and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard
- Australian Children's Education and Care Quality Authority (ACECQA) is responsible for providing oversight of the system and ensuring consistency of approach.

For more information, visit www.acecqa.gov.au

WHAT DO I NEED TO BECOME AN EDUCATOR?

QUALIFICATIONS:

- Be actively working towards, or hold a current qualification, in Early Childhood Education and Care (e.g. Certificate III or Diploma in Early Childhood Education and Care). You can enroll in this course if you decide to be a family day care educator, you do not have to already be completing it when you approach our service.
- First Aid Certificate (Provide an emergency first aid response in an education and care setting)
- Resuscitation Certificate (updated annually)
- Child Protection Certificate (Completed in Certificate III)

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 (must be no more than 6 months old)

- Medical Examination (signed off by qualified doctor)
- Meet health and safety regulations and standards to ensure your home are 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 (Provide an emergency first aid response in an education and care setting) - \$120 every three years (approximate)
- Public Liability Insurance - \$380 per year (approximate cost and can be paid in monthly or fortnightly instalments) [Insurance for Family Day Care Educators](#)
- Educator Levy - \$10.00 per week (deducted from CCS payments automatically)
- Harmony Software - \$4.90 per week (deducted from CCS payments automatically)

OTHER COSTS

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

- Purchasing resources
- Cost of training courses held by the service
- Cost of qualification (if working towards)
- Fuel (if using car)
- Cots
- Car seats and car restraints checks
- Bedding

- 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 emailed
3. Spoken with Nominated Supervisor
4. Landlord permission sighted (if needed)
5. Nominated Supervisor conduct sighting of environment and health and safety issues are identified
6. Application for Educator Registration emailed & received back
7. Educator Workplace Safety Audit conducted by Nominated Supervisor
8. Educator and other household members Working with Children Checks and Police Checks sighted and verified
9. Referee checks completed
10. Documentation sighted (e.g. Car restraints, medical examination, insurance etc.)
11. Educator Induction conducted over a two-day period and covers the following subjects:
 - a. About family day care
 - b. Work Health and Safety
 - c. Legal responsibilities
 - d. National Law and Regulations
 - e. Policies and Procedures
 - f. Commons forms
 - g. Programming and practices
 - h. Support visits
 - i. Draft of educator fees and charges
 - j. Registration of PRODA number
 - k. Harmony Software training
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 \$4.90, which is deducted from your Child Care Subsidy payments before they are paid to you.

COVID-19 REQUIREMENTS

Family day care services are required to abide by the following requirements (current as of 26 April 2022):

- Close their business and isolate for seven days if they, or a household member, test positive to COVID-19. There is financial assistance available if this occurs.

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 extensive 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, 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 receive inquiries 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. The Service also has a policy, Feedback and Complaints, which will be issued to you prior to registration.

Can I have pets?

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

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.

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 encouraged to self-advertise further, ensuring you 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 evidence of two COVID-19 vaccinations (from 8 November 2021). 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 can also come and provide care to your children while you attend the appointment, so you do not have to cancel care.

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

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**