

Inner West Family Day Care
Let's help you start your business!



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An introduction



Family Day Care is a community-based, high-quality education and care service providing care for children up to 13 years of age.

This service operates within the warm and nurturing environment of approved, registered Family Day Care Educators' private homes.

FAMILY DAY CARE

F R A M E W O R K

Educators are required to implement a program of suitable learning experiences each week for all children in care based on the Early Years Learning Framework and/or My Time Our Place Framework.

R E G I S T E R

Although educators are self-employed, they are required to be registered and sign an agreement to abide by the regulations and any additional guiding principles, protocols and procedures adopted by Council and/or the Coordination Unit.

S U P P O R T

Educator's services are managed and supported by the Coordination Unit to provide the highest standards of quality care for children in a secure and stimulating home environment.

C O M P L I A N C E

Inner West Family Day Care and Educators services are regulated and assessed by the Australian Children's Education Care Quality Authority and follows The National Quality Framework.



Family Day Care educators

Family Day Care Educators are people who:

- Provide a safe and secure child care service in their own home.
- Possess the skills and expertise to provide comprehensive care and supervision for children.
- Provide play-based, age-appropriate learning experiences.
- Support and assist children and families to meet their individual needs.
- Promote positive relationships with the child and their parents/carers.
- Access training and develop their skills and knowledge of children and childcare practices.
- Have respect and awareness of the cultural diversity that exists within their community.

Caring for children can be physically and emotionally challenging

Ask yourself:

- Do I have the skills to run a small business?
- Am I in good health?
- Do I have the physical strength and stamina that will be needed?
- Can I handle accidents and emergencies calmly and efficiently?
- Am I flexible enough to handle the surprises that come when children are around?
- How will caring for children in my home affect my partner and other household members?





What will the Coordination Unit expect from me?

- Conduct the service according to the National Regulations and Law, following the guidelines, protocols and procedures of Inner West Council Children's Services.
- Be reliable, flexible and co-operative.
- Keep the coordination unit staff informed of all changes in your care.
- Conduct your service as a small business.
- Respect children and family confidentiality and not discuss them with other educators or parents.
- Regularly attend educator training and in-services.
- Allow coordination unit staff into your home while children are in care.

1 Service hours

Educators can determine their work hours but core availability between 7am – 6pm is preferred. The more flexible you are as an Educator, the quicker your vacancies will be filled.

3 Insurance

The Education and Care Services National Regulations 2011 require all Educators to have Public Liability Insurance. Inner West Family Day Care suggests Educators insure through Family Day Care Australia.

2 Fees

Educators set their own fees and manage the collection of fees and receipts for any money received. All Educators are responsible for paying their own taxes, and keeping adequate records relating to their business.

4 Safety

As a Family Day Care Educator, you may be required to make modifications to your home to ensure you pass thorough inspections that cover both the indoor and outdoor environment.

5 Qualifications

Educators must have a minimum qualification of Certificate III in Early Childhood Education & Care and a current First Aid, Asthma & Anaphylaxis Certificate. Educators must also ensure they have up to date child protection training. Educators and Household members over the age of 18 MUST have current working with children checks.

7 Renting

Educators who live in rented premises need written authority from the owner or real estate agent, to care for children on the premises. A standard form is available from the coordination unit.

9 Resources

As you will be caring for children of various ages, you will need equipment for all stages of development. Educators are responsible for ensuring all resources are in good condition and safe for children.

6 Environment

As a Children's Service of Inner West Council, you must provide a tobacco, illicit drugs and alcohol free environment for the children in your care. This means that you will not smoke or be affected by alcohol or drugs, nor allow any others to smoke or be affected by alcohol or drugs in the presence of children in your care. This rule also applies when travelling in your car.

8 Professional requirements

Educators who register with Inner West Family Day Care must undertake Police Checks and register with PRODA in order for families enrolled in their services to be eligible for Child Care Subsidy payments.

10 Relationships

Inner West Family Day Care Educators support the principles of an inclusive environment which fosters collaborative, respectful relationships, ensuring that all children and families are treated equally with no bias toward race, gender, religion or abilities.





What are some of the costs of starting a Family Day Care service?

- Public Liability Insurance through Family Day Care Australia
- First Aid Qualifications
- Fire Equipment and 6-month checks
- First Aid Kits
- Police Check
- Working with Children Check
- Set up resources
- Professional Development Events

As a small business educators can claim back fees and expenses as tax deductions.



Inner West Council New Educator Startup fee	\$321 after 3 months probation
Educator Support Fee	\$2.00 per child per hour per day
Harmony Subscription	\$5.30 per week paid Quarterly to Harmony Web (CCS software)
Re-registration fee	\$191.00 Annual Fee



Coordination team

The Council Service Fee (CSF) goes towards the running of the Coordination Unit which provides educators with:

- administrative assistance/ Harmony software support
- marketing tools and resources
- a network of people to support you
- alternative and emergency care for children
- regular family and educator newsletters
- support to assist educators to accommodate children with additional needs
- training opportunities
- 1 free 4-hour venue hire a year
- play sessions and incursions
- quarterly educator meetings
- a library of books, toys and resources to borrow



Sonia

Janet

Sophie

Rosie

Haydi

Play Sessions

Play sessions are held weekly (Tuesday - Thursday) at 22 Foster St Leichhardt during school terms.

\$6 per session per session
\$11 round trip transportation

At play session the children can participate in a range of learning experiences supported and encouraged by the Educators and coordination unit staff.

Alternative/relief care

Alternative care is provided at the Coordination Unit Monday - Thursday when available.

If the Alternative Carer is full, we will attempt to find another educator who may have space in their service. Relief Educator can also be booked for long annual leave periods.

Office hours

The Coordination Unit is open Monday - Friday from 8:30am - 5:00pm.

Educators can contact staff via email, phone and text during office hours.





How do I join Inner West Family Day Care?

There are 3 Phases in becoming an educator with us:

Phase 1

- Complete the application form, and return with any relevant documents.
- An interview will be arranged with the coordination unit.

Phase 2

- Supply documents and/or seek certification in early childhood studies, first aid, CPR, working with children, police check, PRODA, public liability insurance, doctor clearance letter and any other documents required.

Phase 3

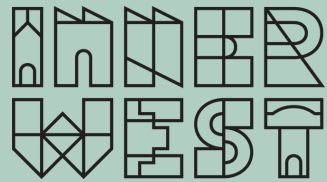
- Create your educational environment and complete induction training.
- The Coordination Unit will complete an assessment of your residence.
- Pay the registration fee.

Unsuccessful Applicants

An application may be rejected for reasons that include, but are not limited to the following:

- Unsatisfactory Working with Children Check of applicant and/or other household members.
- Suitability of the applicant or other household members.
- References unavailable or unfavourable.
- Unsatisfactory Risk Assessment of applicant's home.
- Unsatisfactory medical report - inability to demonstrate the capacity to supervise and care for children adequately.
- Refusal by prospective educator to comply with an obligation within service and legislative requirements.

A prospective Educator that disagrees with the decision of the coordination unit may appeal this decision to the Operations Manager of Inner West Council Children's Services in writing, stating the reasons for appeal.



What to know more?



SCAN HERE

Contact Us

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