



# Family Day Care

## Information for visitors and temporary residents in Family Day Care homes

### Welcome!

Visitors often provide a special opportunity to enhance and enrich experiences for children who attend care in Family Day Care (FDC) settings. The following information is provided to support you and the educator during your stay.

The most important thing to remember is that educators are **working** and their primary responsibility is to respond to the needs of children in care **at all times**.

As a home-based child care service, approved by the Australian Government, there are a number of responsibilities and provisions that FDC educators and all persons present in their homes (including visitors) are legally bound to comply with. Please speak with the FDC educator, who can provide further information.

#### Some basics to be aware of:

- Details of each time you arrive or depart the home must be recorded in the Visitor Record.
- How you conduct yourself during your stay has an impact on the educator's business. There may also be times when it is not suitable for visitors to be present.
- Smoking or drinking alcohol is NOT allowed on the property at any time children are in care.
- You cannot be left alone with any child / children in care at any time.
- Sharing in children's play and interactions with children is naturally permitted, however the educator MUST be present as they have sole responsibility for the supervision of all children in care.
- Changing children's nappies, helping children to dress or change clothes, toileting, feeding, settling or greeting children at or after sleep times, administering medication, first aid, behaviour guidance and transporting children are the sole responsibility of the educator.
- Swearing or abusive language or behaviour is not permitted.
- A Healthy Food Policy applies at all times and some children also have allergies or specific dietary needs. Please check which foods are permitted.
- There are specific policies and procedures for children's interactions with animals and some restrictions apply to animals on the property. Please check with the educator, especially if you are considering bringing a pet with you.
- There are rules for storage of items that are potentially hazardous for young children (eg medications, cleaning materials, some utensils and equipment).

#### Some questions to ask

What are the times each day when children will be attending?

What are the routines for the day (eg meal times, rest and sleep times, preschool and school pick up times)?

What areas of the home are available to me as a visitor?

What have I brought with me that may not be allowed in the care environment or may need to be stored or used differently?

What safety precautions do I need to follow?

What am I able to do with children who are in care?

How will I be introduced to parents and children?

What other policies and procedures apply?

What are the contact details for the local scheme office, if I would like further information?