



Family Day Care

Home based child care



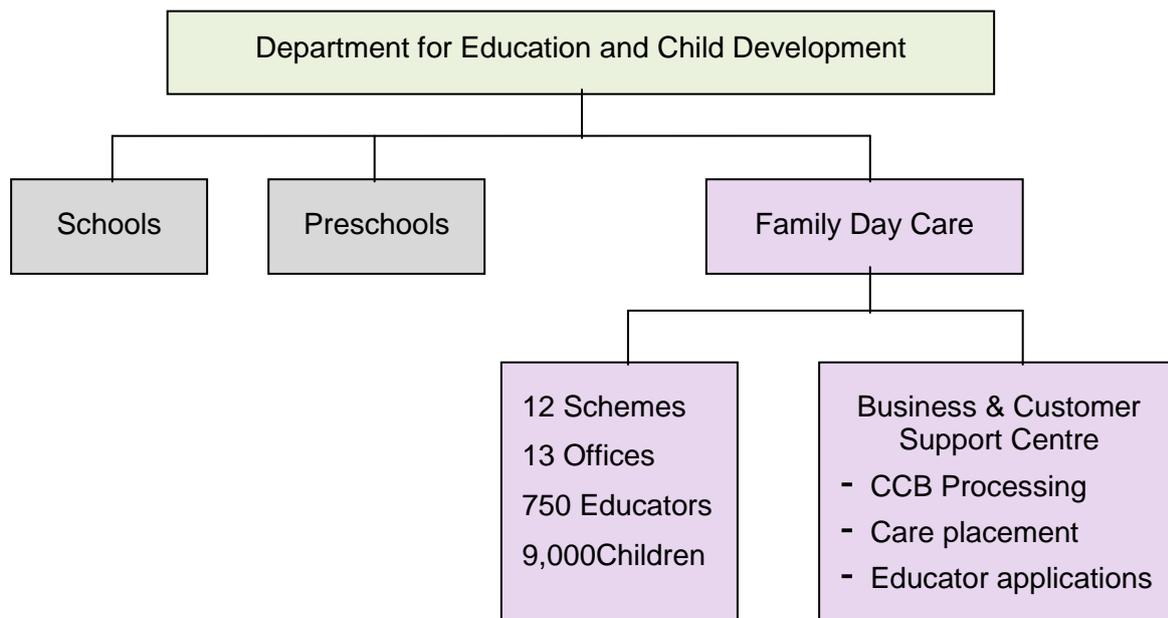
Government of South Australia
Department for Education and
Child Development

**Thinking about becoming a registered educator
with a Department for Education & Child
Development
Family Day Care scheme?**

Information for applicants



Thank you for enquiring about Department for Education and Child Development (DECD) Family Day Care and how to become an educator in our scheme. With the National Quality Standard and Early Years Learning Framework now implemented across Australia, joining one of our schemes will mean that you will be part of a high quality, state government child care service.



Caring for children and assisting in their growth and development is a rich and rewarding career. Educators provide high quality care where children are safe and the environment is right for their development and learning, and the department supports educators in this essential work.

Providing a quality home based childcare service is different from raising your own children. Supporting the learning and development of children from families different from your own family will require new skills and knowledge.

DECD Family Day Care Coordinators will discuss this with you if you decide to apply to our scheme.

APPLYING TO DECD FAMILY DAY CARE

There are several steps to the application process.

STEP 1 QUALIFICATION

All educators must have Certificate III in Children's Services (or higher). If you do not have this qualification we will talk to you about how you can get it.

STEP 2 FIT AND PROPER PERSON

It is essential that any person who may cause physical or emotional harm to children is prevented from any involvement in childcare. There are a number of ways to objectively assess whether a person is fit and proper to provide a home based childcare service. All the information we collect is kept in a confidential manner according to State Government privacy principles and we will not share it with anyone else.

- **Criminal History Check**

You will need to obtain a criminal history check for yourself as well as a medical clearance from your doctor and two references.

Your family and all people in your home who are 18 years and over will also need to get a criminal history check.

- **Medical**

You will need to ask your doctor to fill in the medical form included with this pack.

We do not need medical information about other family members unless you think it will affect your family day care service. Please talk to a coordinator about this when they visit.

- **References**

You need to give us the names of two people who can talk to us about you, but not a family member or close friend. Some of the things we ask are about how you talk and play with children, how organised you are, how well you can talk to people and if they think you can provide a safe and healthy place for children. The referee information form is also in this pack, please give one form to each person you have nominated as your referee. If there are not enough forms you will need to copy it. One of our coordinators will contact your referees after we receive your application form.

We do not need references for any of your family, but it would be good if our coordinators could meet them when they visit. We know this is not always possible due to work and school.

STEP 3 FILL IN THE FORMS:

- ✓ Applicant Information (Expression of interest) Form
- ✓ Criminal History Form
- ✓ Medical Form
- ✓ Referee Forms - make sure you ask your referees and give them the information sheet

STEP 4 TRAINING & INDUCTION

If you have the relevant qualification, or are working towards the qualification, and are suitable to become a family day care educator, you will be enrolled in our induction program. This will give you the information you will need to understand our policies and the Child Care Benefit system. You will also develop your own business information and procedures.

If you don't have the relevant qualification our coordinators will talk to you about how you can get a qualification.

If you are not suitable our coordinators or scheme manager will talk to you about this.

STEP 5 REGISTRATION

Once you have completed steps 1 - 4 coordinators will work with you to complete your registration with DECD family day care and you can start your business!



SELF EMPLOYMENT

Educators who are registered with our schemes are not employees. Educators run their own business and are self employed.

This means that you will be negotiating fees and other services (ie meals, travel) with families and managing your day to day recording and budget needs. There are also requirements that educators keep ongoing records of children's learning and experiences, as well as recording care usage for childcare benefit payments.

You will need to make sure your home is child focussed while children are in care. You will need to discuss the implications for your own family and work out what will change for them and strategies to cope with these changes. The fact sheet 'What Your Family Needs to Know' is included in this pack to help you do this.

As a person who is self employed you will take responsibility for your business affairs, including income tax, insurance, superannuation, provision for sickness and holidays etc.

Budgeting is an essential skill. Educators do not receive wages and usually do not receive the same amount of childcare benefit every fortnight. Childcare benefit payments are administered through the Family Day Care Business and Customer Support Centre and are made to educators on behalf of families. Educators also receive payments directly from families.

Managing the administration of your service:

- are you able to calculate figures and handle money
- are you good at filling in forms
- do you have a space where you can keep child and family records private
- can you organise paperwork and keep track of care bookings etc (filing systems)

A computer will help you to keep your financial records. Additionally having access to the internet will help you to keep up to date with child care news, training and to keep in touch with others in family day care.

RUNNING YOUR OWN DECD FAMILY DAY CARE BUSINESS

Here are some things to help you to decide if you want to join DECD Family Day Care.

Do you have:

- A capacity to provide quality childcare for children, including inside and outside environments and programs that meet the children's physical, social, intellectual and emotional needs
- Good management skills; for example record keeping, financial planning, budgeting
- Good planning skills, for example programming, recording children's progress over time, managing flow of children through the home at various times, balancing your own family's needs with your business, arranging leave and breaks for yourself
- Good communication and interaction with children, staff and parents
- An interest in and understanding of the needs of children and families and the child care industry
- Willingness to consider flexibility in hours/days worked and the ages of children you care for

Educators provide a home based childcare service for children and are responsible to families and the Department for Education and Child Development for the standard of their childcare service.

Most family day educators operate out of their own homes, whether leased, under mortgage or freehold. You can claim a percentage of home ownership costs as a tax deduction against your business only where a clearly identified space is set aside and used exclusively for DECD Family Day Care activities.

DECD Family Day Care staff are experts on home based childcare - Always check with the Australian Tax Office for expert advice on taxation matters.

If your home is rented you will need to get permission from your landlord to operate a home business and it may be advisable to take out Landlords insurance.

You will need to speak to your local council about regulations related to home business.
In some council areas you may be required to lodge a development application.

You will need to know if it will be financially viable to set up a DECD Family Day Care service in your area. Although home based childcare is not generally expensive to set up there are costs that you will incur. You will need to work out the start up costs for your particular circumstances.

These include:

- ✿ insurance – public liability (compulsory), property, vehicle, income protection, legal cover etc
- ✿ age appropriate equipment for children (toys, paints, games, balls, music etc)
- ✿ Pool or pond fencing
- ✿ age and size appropriate tables and chairs
- ✿ child proof locks for some cupboards and doors
- ✿ safety plugs for power points
- ✿ first Aid kits
- ✿ outdoor play area – shade, space, equipment etc
- ✿ indoor areas such as glass, secure furniture (eg plasma screens, bookshelves)
- ✿ bedding (enough for each child that needs to sleep)
- ✿ fencing for any pets and outdoor play areas
- ✿ filing system
- ✿ training fees
- ✿ photocopying or printing costs for your service
- ✿ advertising your service
- ✿ professional memberships (eg DECD Family Day Care Australia, FDC Educators Association of SA)

There are ongoing costs to consider as well, such as:

- ▣ insurance (annual)
- ▣ maintaining & replacing equipment for children, including lawn and outside play areas and resources for individual children
- ▣ fees for ongoing training (eg first aid, updating knowledge about children)
- ▣ food and drink for children (if not provided by parents)
- ▣ cleaning and maintenance (eg bathroom, toilet, indoor and outdoor play areas)
- ▣ advertising your service
- ▣ registration and administration costs
- ▣ professional memberships (annual)

These are some of the costs you will need to consider, they may not all relate to your situation and are given as an example only. Think about the costs **you** may have.

HOW MUCH CAN I EARN?

DECD Family Day Care fees are deregulated and educators set their own child care fees. Comprehensive information and assistance is given to new educators to help set fees that are realistic and that ensure the individual service is profitable.

The Australian Government provides Child Care Benefit (CCB) to assist families with the cost of child care. All Australian families are eligible to receive some CCB.

Educators record the times every child is in care on a Child Care Benefit Claim Form and sends it to our Business and Customer Support Centre. The amount of CCB for each family is worked out and that amount is put into educator's bank accounts.

Educators also get payments from parents, which is the gap between CCB and the fees charged.

Here is an example:

An educator has 4 young children in care between 8am and 6pm five days a week.

She charges \$7 per hour per child.

10 hours a day for 5 days is 50 hours.

50 hours at \$7 per hour is \$350.00

\$350.00 for 4 children is \$1400.00 each week.

This is a very simple example but it gives an idea of what you could earn. Remember that you can off-set a lot of household expenses against your business.

Please note this information is provided as a guide only.

Each educator must set their own working hours and their own fees.

It may seem overwhelming but we will help you to build your DECD Family Day Care service.

By following the steps and planning carefully you can have a rewarding career and a successful business.



LEGAL AND POLICY REQUIREMENTS

You will learn about the legal requirements when you complete our induction program.

Here is some basic information about the legislation (laws) you must follow as a DECD Family Day Care educator.

The Education and Early Childhood Services (Registration and Standards) Act 2011 and the Education and Care Services National Regulations are the legislation (Laws) that describes DECD Family Day Care in South Australia.

The Children's Protection Act describes the legal responsibilities that people in South Australia who work with children have to protect those children from harm.

The Conditions of Registration are the things that all DECD Family Day Care educators agree to do in order to run an approved DECD Family Day Care service.

Policies and procedures (Fact Sheets) direct and help you to know how to meet your legal obligations and to operate your service. We provide you with most all of the essential policy information.

We will talk with you about these when we visit you in your home.

APPROVED FAMILY DAY CARE SERVICE

from the Education and Care Services National Regulations

Approved Provider	<p>The approved provider of our family day care schemes is the Department of Education and Child Development (DECD).</p> <p>There are other family day care schemes that have a different provider, these are not schemes operated by DECD.</p>
Family Day Care Service	<p>The family day care service is the scheme. You will be registered with a DECD scheme once all requirements are met. DECD operates 12 schemes across South Australia.</p>
Family Day Care Scheme	<p>A scheme is a network of educators and the staff. In DECD schemes staff include coordinators, scheme managers, team leaders, and administrative staff. DECD schemes also have the Business and Customer Support Centre, based at Enfield.</p>
Educational Program	<p>An educational program is to contribute to the following outcomes for each child:</p> <ul style="list-style-type: none">a. the child will have a strong sense of identityb. the child will be connected with and contribute to his or her worldc. the child will have a strong sense of wellbeingd. the child will be a confident and involved learnere. the child will be an effective communicator.
Documents to be kept by FDC Educator	<p>For the purposes of section 175(3) of the Law, the following documents are prescribed in relation to each child educated and cared for by the family day care educator as part of a family day care service:</p> <ul style="list-style-type: none">(a) the documentation of child assessments or evaluations for delivery of the educational program;(b) an incident, injury, trauma and illness record;(c) a medication record;(d) a children's attendance record;(e) child enrolment records;(f) a record of visitors to the family day care residence or approved family day care venue

EXCERPTS FROM THE CHILDREN'S PROTECTION ACT 1993.

The object of this Act is to provide for the care and protection of children and to do so in a manner that maximises a child's opportunity to grow up in a safe and stable environment and to reach his or her full potential.

The administration of this Act is to be founded on the principles that the primary responsibility for a child's care and protection lies with the child's family and that a high priority should therefore be accorded to supporting and assisting the family to carry out that responsibility.

Where a person to whom this section applies:

- suspects on reasonable grounds that a child has been or is being abused or neglected and
- the suspicion is formed in the course of the person's work (whether paid or voluntary) or of carrying out official duties,

the person must notify the Department of that suspicion as soon as practicable after he or she forms the suspicion.

Maximum penalty: \$10,000.

This section applies to the following persons:

(a) a medical practitioner;

(ab) a pharmacist;

(b) a registered or enrolled nurse;

(c) a dentist;

(d) a psychologist;

(e) a member of the police force;

(f) a community corrections officer (an officer or employee of an administrative unit of the Public Service whose duties include the supervision of young or adult offenders in the community);

(g) a social worker;

(h) a teacher in any educational institution (including a kindergarten);

(i) an approved family day provider;

(j) any other person who is an employee of, or volunteer in, a Government department, agency or instrumentality, or a local government or non-government agency, that provides health, welfare, education, child care or residential services wholly or partly for children, being a person who-

(i) is engaged in the actual delivery of those services to children; or

(ii) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children.

FURTHER INFORMATION

Talk to staff at your local DECD Family Day Care office, they will be happy to answer any questions and provide further information if they can.

Some Web sites for further information –: your community library can help if you do not have Internet access at home

Our web site is www.decd.sa.gov.au/familydaycare

Family Day Care Australia	www.familydaycare.com.au
Women's Information Service	www.wis.sa.gov.au
Business Licence Information	https://ablis.business.gov.au
Australian Tax Office	www.ato.gov.au .
Department for Education and Child Development	www.decd.sa.gov.au
A web site for a wide range of information about SA	www.service.sa.gov.au
Australian Children's Education and Care Quality Authority	www.acecqa.gov.au

