

Start up costs

It is hard to estimate set up costs as some premises need more changes than others to meet safety requirements. However, the following costs should be taken into account:

- public liability insurance through Family Day Care Australia
- fire safety equipment
- first aid kit
- first aid training or refreshers
- Working with Children checks and Police Clearances for all adult household members
- protection for non-safety glass – barriers, film or replacement in care areas
- safety aids – locks, safety catches, power outlet plugs, barricades
- safety switching on power circuits
- resources and play equipment that is suitable for a varied age group.

Safety in the home

All homes must meet Waverley Family Day Care Scheme health and safety standards. Fire safety equipment and a First Aid Kit are some of standards required which will be further discussed during the home inspection. Educators must obtain a current accredited certificate in first aid, asthma and anaphylaxis.

Qualifications and training

Educator training

Waverley Family Day Care policy requires that educators have obtained (or currently enrolled/willing) a **Certificate III in Children's Services**.

This qualification teaches you how to care for children, nurture their development and make sure their environment is safe and supportive.

TAFE NSW run a variety of related courses, including Certificate III in Children Services.

For more information visit:

www.tafensw.edu.au

Additional help to prepare for your new position as a Family Day Care educator is given individually and through group sessions, covering the following topics:

- roles of educators, staff and families
- regulations, policies and practices
- work health and safety
- administration and accountability
- child development
- programming and routines
- art, craft and resource ideas
- working with parents.

As professionals, we are committed to our own professional development. Educators receive many training opportunities, through workshops, speakers, information sessions and conferences.

Regulations & National Quality Framework

The Regulations set out minimum standards for schemes and their educators. Before starting, you will be given a copy of the Regulations, which will be explained to you.

National Quality Framework

The scheme and our educators also participate in National Quality Assessment and Rating Process, a system of continuous improvement administered by Australian Children's Education & Care Quality Authority. This is an ongoing assessment that requires setting personal goals for the improvement of each service, and the scheme as a whole.

Visit: www.acecqa.gov.au

Policies and procedures

Other policies and procedures assist educators to understand their responsibilities under the Regulations and to ensure compliance. You will receive a copy of the scheme's *Policy and Procedures Manual*, for your information, and for the information of families using your care.

Other support to educators

Family Day Care Australia

Family Day Care Australia is the peak body representing the interests of Family Day Care communities throughout Australia.

They undertake lobbying and advocacy on national issues, and product development.

They produce a magazine, *Jigsaw*, to keep educators and staff up to date on the issues and manage the National Insurance Policy and the Legal Cover Plan.

Visit: www.familydaycare.com.au

Peer support

Waverley Family Day Care educators help each other informally through advice, assistance and peer support.



What has been rewarding about your role?

I have loved the ability to create a community with the families in my service.

Bex, Family Day Care Educator



Have there been financial benefits as a result of operating as a Family Day Care Educator?

There are financial benefits that can be gained from working for yourself. You can set your own fees and hours as well as working conditions.

Natasha, Family Day Care Educator



Would you recommend being a family daycare educator?

Yes, it is a lovely career, you will meet so many wonderful and caring people. The children are the best part. You get to be a part of their lives which is so important and rewarding.

Zizi, Family Day Care Educator



Working as a Family Day Care Provider with Waverley Council



Waverley Family Day care



Phone 9083 8785

Email familyd@waverley.nsw.gov.au

www.waverley.nsw.gov.au/familydaycare

What does it mean to be a Waverley Council Family Day Care Educator?

Since 1974, Waverley Council has run a local Family Day Care scheme which is a network of self-employed educators providing quality childcare in their own home.

Waverley Council's Family Day Care has a Coordination Unit who regularly visit and support educators – helping them to provide full time and part time care according to families' needs. The Coordination Unit also provides playgroup sessions so educators and children have the opportunity to meet and learn with others.

All our Educators are located throughout the Eastern Suburbs and City Fringe.

Waverley Family Day Care is licensed by the NSW Department of Education & Communities and complies with the law and Education and Care Services National Regulations 2011.

Enjoy a home-based career

Combine your passion for children with a financially rewarding, professional home-based career as an early childhood educator.

Initial set up costs are low.

Let council provide you with the tools to set up your new business:

- training
- placement of children
- administration
- professional child care advice
- personal visits and telephone support
- networking and lots more.



Why did you become a Family Day Care Educator?

I wanted to have my own business and transfer my knowledge of French culture into my education and care setting.

Elodie, Family Day Care Educator

What is expected of educators?

Educators must comply with all legal requirements, including:

- Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010 and Work Health and Safety Act 2011 NSW.
- the scheme's funding agreement with the Federal Government
- the Educator-Scheme agreement, policies and procedures.

Educators ensure the wellbeing of children by:

- maintaining a healthy, safe and stimulating environment.
- ensuring the safety, health and well-being of every child in their care and placing the child's needs first.

Educators are team members by:

- working co-operatively with scheme staff to ensure the best outcomes for children and their families.
- keeping up-to-date with scheme practices
- actively participating in scheme activities as appropriate.

Educators conduct their professional childcare businesses by:

- acting in an ethical and professional manner
- attending training and being committed to professional development.
- ensuring ongoing consultation with families in relation to their children.

For more information including testimonials from Family Day Care families and educators visit www.waverley.nsw.gov.au/familydare

How to start your business

First, get your paperwork sorted

Fill out your application form and send it to the Waverley Family Day Care Coordination Unit with the supporting documentation – see the checklist below.

Next – a site visit and interview

If successful, the Coordination Unit will visit your home to assess your suitability as an educator, and whether your home is appropriate.

Training, insurance and final details

We ask that you visit a current educator, and attend a play session before your registration is finalised. There are also training sessions to attend through Waverley Family Day Care.

You will need educator insurance before your new business can start.

Getting started checklist

Send these documents to the Coordination Unit:

- completed application form
- personal and professional references
- 'Working with Children' consent forms

With copies of your:

- proof of completion of Certificate III in Children Services
- current first aid certificate if available (must be provided before you start)
- Child Protection Training Certificate
- WHS certificate
- food handling certificate

For rented premises only:

- a letter from your landlord giving permission for Family Day Care to be undertaken on the premises.

Visit

www.waverley.nsw.gov.au/familydare to download a copy of the application form.



What has been the most rewarding part about opening your Family Day Care?

When you see the children go out into their community and you see how involved and confident they have become in your care.

Kathleen, Family Day Care Educator

Role of the Coordination Unit

The Coordination Unit are here to help you deliver the best service you can to families.

We do this by providing assistance:

- to meet regulatory requirements – health and safety checks, training, information and resources, policies and guidelines
- with the quality of assessment and rating process
- with administration – forms, contracts, child care benefit, enrolment, interviewing of families, record keeping
- with running a business – advice, information, standardised conditions such as contractual arrangements, fees, payment statements
- personal and telephone support
- placement of children
- alternative care for when you take a holiday and other service closures
- with conflict resolution and mediation of disputes
- networking with educators and other child care professionals
- ongoing training
- children's play sessions and activities
- professional advice on child care issues
- toy lending library and access to resources.

Setting your daily fee

The cost of Family Day Care varies as educators set their fees independently. However, as a guide, there is a recommended fee determined each year by Council, in consultation with all stakeholders.

The aim is to provide high quality affordable childcare for families, while enabling educators to earn an appropriate income.

Do families get assistance with their fees?

Many parents receive help for the cost of care through the Child Care Benefit (CCB) Scheme provided by the Family Assistance Office (FAO).

The Coordination Unit help to administer these entitlements to the families.

Educators Levy

A small daily fee is charged to the educator for contribution to the scheme.



What qualities and skills does a Family DayCare Educator need to have?

Patience and passion are key skills to possess, you need to be caring and very resilient.

Elodie, Family Day Care Educator

Placement of children

Families needing child care are placed on a waiting list by the Coordination Unit. If their request for care is 'matched' to an educator with a vacancy, the Coordination Unit consults the educator about the suitability of the placement and notifies the family.

The family arranges an interview at the educator's home, and both parties then decide if they will proceed.

The family is then interviewed and enrolment takes place at the Waverley Council Coordination Unit.

How many children can you care for?

You may care for up to four children, (including your own), aged 0–5 years.

Hours of care

As an educator, you choose the hours you work – generally during business hours.

Tax and insurance

As a self-employed person, you are responsible for paying your tax, and for keeping your own records of income and expenditure.

The National Family Day Care Council produces a booklet, *Getting it Right - a Tax Guide for Family Day Care Carers*.

Many educators use an accountant to ensure they receive the full benefit of eligible tax concessions and deductions.

Educators must have public liability insurance, which is a protective measure, covering you in the event of a third party suing for damages arising out of negligence. The National Family Day Care Council offers comprehensive public liability insurance, which covers you while you are working as an educator at any location.

If your home is rented and the landlord would like extra coverage, the National Family Day Care Council can help.

Educators may also like to consider income protection and superannuation.