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
- protection for non-safety glass – barriers, film or replacement in care areas
- safety switching on power circuits
- toys and play equipment.

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.

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.

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.

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, Upstart, 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.

Natasha, Family Day Care Educator

Natasha has been a Family Day Care Educator for 10 years. 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.

Ezster, Family Day Care Educator

Has it been enjoyable working from home? Absolutely. I love working from home. I used to travel to the city every day for work but I love the fact that I can stay at home now.

Zizi, Family Day Care 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.

For more information contact the Waverley Council Family Day Care Coordination Unit
www.waverley.nsw.gov.au/familydaycare | 9386 7785 |fdc@waverley.nsw.gov.au

working as a family day care provider with waverley council
What does it mean to be a Waverley Council Family Day Care Educator?

What is expected of educators? Educators must comply with all relevant legislation including:  
- Education and Care Services National Regulations 2011  
- 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 business:  
- 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/familydaycare

Getting started checklist
Send these documents to the Coordination Unit:  
- completed application form  
- personal and professional references  
- ‘Working with Children’ consent forms  
- copies of your:  
  - proof of completion (or enrollment) of Certificate III in Children Services  
  - current first aid certificate if available  
  - Personal and telephone support  
  - food handling certificate

What has been the most rewarding thing about being a Family Day Care Educator?  
- The relationships that I have built with my children, and their families and the sense of community that comes from caring for local children and being part of the Waverley Family Day Care family.  
- Sarah, Family Day Care Educator

What have you learned about running a business?  
- Ezster, Family Day Care Educator

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.

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.

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, resources and 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, standard practices such as vaccination arrangements, fees, payment statements  
- with conflict resolution and mediation of disputes  
- with networking with educators and other childcare professionals  
- ongoing training  
- children’s play sessions and activities  
- professional advice on child care issues  
- key lending library and access to resources.

Getting it Right – a Tax Guide for Family Day Care Educators

Do you want to know more about the Family Day Care scheme?  
- Ezster, 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 waiting list, the Coordination Unit consults the educator about the suitability of the placement and notifies the family. The family then arranges an interview at the educator’s home, and both parties then decide if they will proceed.

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

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 an independently 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 your care. 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 security, the National Family Day Care Council can help. Educators may also like to consider income protection and superannuation.

Waverley Family Day Care is licensed in the Waverley Local Government Area, there are a number of other local Councils within the area. Though most educators live within the Waverley Local Government Area, there are also educators in other suburbs including Alexandria, Glebe, Kensington, Kingsford, Maroubra, Paddington, Rosebery, Ultimo and more.

Waverley Family Day Care is licensed by the NSW Department of Education & Communities and complies with the 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. You will need educator insurance before your new business can start.

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- personal and telephone support  
- alternative care for when you take a holiday and other service closures  
- with conflict resolution and mediation of disputes  
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