



Nature Alliance Family Day Care Service

Engagement & Registration Of Family Day Care Educator Assistants



THE POLICY IN THIS SECTION IS REQUIRED BY:

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 3(3)(a-f); 169

Education and Care Services National Regulations, 2012 – ‘Regulations’:119-120; 127; 136(3); 144; 153; 169 2(b)(h) [align with 119-120, 124, 127]

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)Standard 4.2; 5.1; 5.2; 6.2. Element 7.1.2; 7.1.3; 7.1.4; 7.1.5

PURPOSE:

To engage and register Family Day Care Assistants who meet the service registration process.

SCOPE:

This Policy applies to the Family Day Care approved provider and Family Day Care Educator Assistants.

PRINCIPLES:

To act in an equitable and transparent manner when enacting the Family Day Care Service Engagement and Registration Process.

POLICY:

Family Day Care Assistants will meet the Family Day Care Service engagement and registration process to provide early education and care for children and families.

GENERAL PROCEDURE:

1. The Family Day Care Service will develop and implement engagement and registration process to be used when engaging Family Day Care Assistants.
2. The Family Day Care Service will sequence the steps in the specific procedures to meet contextual requirements.
3. The Family Day Care Service will develop and maintain a Records Management process for registering Family Day Care Assistants,

FAMILY DAY CARE ASSISTANT GUIDELINES:

1. In the absence of the Family Day Care Educator the Family Day Care Assistant may assist the Family Day Care Educator:
 - (i) In transporting children between a family residence or approved Family Day Care venue and:
 - a school; or
 - another education and child care service or children’s care service; or
 - the child’s home; and

Date Reviewed:	June 2013	NA-POL-0021	Version No: 1	Page No.	Page 1 of 3
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- (ii) In emergency situations, including when the educator requires urgent medical care or treatment; and
 - (iii) When the educator needs to attend an appointment (other than a regular appointment) if –
 - a. The absence is for less than 4 hours; and
 - b. The approved provider of the Family Day Care Service has approved that absence; and
 - c. Notice of that absence has been given to the parents of the child; and
 - (iv) In providing assistance to the Family Day Care Educator while the Educator is educating and caring for children as part of a Family Day Care Service (there are not to be any extra children included in the initial child ratios, when the assistant works with the educator).
2. The approved provider will not approve the use of the assistant unless the Family Day Care Educator provides the written consent of a parent for each child being educated and cared for by the Educator to use the assistant in the circumstances as set out in 1 above.

SPECIFIC PROCEDURES:

The Family Day Care Service will undertake the following steps (the sequence can be amended to meet contextual requirements) when engaging and registering Family Day Care Assistants:

- 1. Upon initial contact with the applicant:
 - 1.1 gather the following information:
 - 1.1.1 personal details – name, address, contact details;
 - 1.1.2 qualifications (international qualifications assessment by ACECQA) and previous experience working with children.
 - 1.2 provide the following information:
 - 1.2.1 overview of Family Day Care;
 - 1.2.2 numbers of children in the Family Day Care residence, in particular the assistant’s own children;
 - 1.2.3 possible income earning potential – the Family Day Care Educator to advise the assistant of the payment rate;
 - 1.2.4 Family Day Care Service support and resource for Educators and assistants.
 - 1.3 Send introductory information to the applicant that includes:
 - 1.3.1 introductory letter including an introduction to the Family Day Care Service and an invitation to contact the Family Day Care Service if they wish to proceed with the application;
 - 1.3.2 overview of Family Day Care;
 - 1.3.3 application process which includes procedures to be undertaken to meet the Policy and Procedures, Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults residing at the Family Day Care Residence. This assessment must be undertaken prior to progressing the application;
 - 1.3.4 criteria for Service Registration and Membership;
 - 1.3.5 information about how to access the Family Day Care Service Policies;
 - 1.3.6 Service Registration Application Form (noting fees may apply) to be returned to proceed with the application.

Date Reviewed:	June 2013	NA-POL-0021	Version No: 1	Page No.	Page 2 of 3
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1.3.7 Information on how a Family Day Care Assistant can operate

2. On receipt of the *Service Registration Application Form* the Family Day Care Service will:
 - 2.1 arrange for an interview either face to face at the applicants residence or another method (SKYPE) that meets the Family Day Care Service's requirements.
The following information will be covered in one or more interviews and will be documented:
 - 2.1.1 elaborate on information provided at initial contact their understanding of education and care of young children in a learning environment;
 - 2.1.2 establishment costs including but not limited to the following (Refer to supporting documentation):
 - National Police clearance
 - Working With Children Check
 - First Aid and other training costs
 - Business rate of vehicle registration if applicable
 - Child Car Restraints
 - Child Car Restraint Check
 - Family Day Care Service Registration and Membership fees
 - 2.1.3 regulation requirements;
 - 2.1.4 training and orientation requirements;
 - 2.1.5 operational requirements within a Family Day Care Service - written records, observations;
 - 2.1.6 experienced Educator/mentor information;
 - 2.1.7 requirement to complete a recognised and accredited food safe course.
3. Applicant to submit the *Service Registration Application Form* for the Family Day Care Service to determine if the applicant meets the 'fit and proper criteria' (Refer to Policy 22/2012: Fit and proper assessment of Family Day Care Educators, assistants and adults residing at the Family Day Care residence).
4. The Family Day Service will review the information from the 'fit and proper' assessment to determine whether the application from the applicant meets the Family Day Care requirements and will proceed.
If the applicant does not meet the Family Day Care Service requirements, a letter will be sent to the applicant informing them that they do not currently meet the Family Day Care Service requirements.
5. Family Day Care Service policies are provided to the applicant.
6. The Family Day Care Service accepts the applicant's membership, conditional on Family Day Care Service requirements being met, orientation undertaken and criminal history declaration provided.
8. Orientation training is provided to the new assistant.

SUPPORTING DOCUMENTS:

Establishment Costs

Service Registration and Membership Application form

Date Reviewed:	June 2013	NA-POL-0021	Version No: 1	Page No.	Page 3 of 3
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