



Nature Alliance Family Day Care Service

Engagement of Family Day Care Educators



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]

PURPOSE:

To engage Family Day Care Educators and educators who work in a relief capacity who meet the service registration process.

SCOPE:

This Policy applies to the Nature Alliance Family Day Care Service, Family Day Care Educators, educators who work in a relief capacity and families using the service.

PRINCIPLES:

To provide quality care for children at the registered family day care residence or venue.

POLICY:

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

GENERAL PROCEDURE:

1. Nature Alliance Family Day Care Service will implement the engagement process once the registration process is completed
2. Nature Alliance Family Day Care Service will sequence the steps in the specific procedures to meet contextual requirements.
3. Nature Alliance Family Day Care Service will maintain a Records Management process for registering Family Day Care Educators and Educators who work in a relief capacity.

ENGAGEMENT OF FAMILY DAY CARE EDUCATOR GUIDELINES:

1. In the absence of the Family Day Care Educator, an Educator operating in a relief capacity can be engaged to operate the Educator’s Service.
2. The service will register Educators with the Harmony Software program. A PIN number will be issued to the Educator, Educators operating in a relief capacity and to the families and emergency contacts of the children being enrolled.
3. The Educator or an Educator operating in a relief capacity must submit their electronic Attendance record once it has been calculated and authorised by the parent or guardian for the days that care took place.
4. The Attendance Records must be submitted electronically at the end of each week and be received by the Service no later than 10am each Monday. An email to the service is required to advise the number of attendance records that have been submitted. This will ensure an accurate record of the care provided is maintained.

Date Reviewed:	May 2019	NA-POL-0030	Version No: 3	Page No.	Page 1 of 2
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5. If the Educator or Educator working in a relief capacity is not including their own child or children in the child care ratio but they are on the premises, a responsible adult must be present and have direct responsibility for the child/ren as per regulation 124 (b).
6. If the Educator's child or children or the children of Educator operating in a relief capacity are removed from the premises by a responsible adult, the time of departure and return will be recorded in the notes section on the Responsible Adult Record. This record must be forwarded to the office on a weekly basis with the email notification of attendance records.
7. To verify that a responsible adult has direct supervision of the educator's children or the children of the educator operating in a relief capacity, a responsible adult record will be completed and must be forwarded to the office on a weekly basis with the email notification of attendance records.
8. Payment will be made to the Educator or the Educator operating in a relief capacity for care provided.
9. If an Educator is operating in a relief capacity for more than one Educator, they must hold their own Public Liability Insurance to the value of 20 million dollars.
10. Nature Alliance Family Day Care Service will establish and maintain a direct relationship with all Educators. This may include visiting the Educator when they are in a relief position. A written record of these visits will be developed, and a copy provided to the educator.
11. All Educators, including those operating in a relief capacity, are members of Nature Alliance Family Day Care Service and will be invited to all meetings, trainings and events and included in all correspondence.
12. Nature Alliance Family Day Care Service will determine if a Membership Fee will be paid by an Educator who operates only in a relief capacity.
13. All Educators will be listed on the Education and Care Regulatory Unit Register. Register details will be updated as changes occur. It is the educators responsibility to advise the service of any changes in their details.
14. A review of Educator practices will be conducted via a self-assessment process and an individual Quality Improvement Plan developed in conjunction with Service staff. This may apply to educators operating in a relief capacity and will be determined by the Service.
15. A written Membership Agreement is to be signed and witnessed between all Educators and Nature Alliance Family Day Care Service. A copy, signed by the service accepting this agreement, will be forwarded to the Educator by the Service.
16. It is recommended that a written agreement is to be signed between the Educator and the Educator operating in a relief capacity.

SUPPORTING DOCUMENTS:

Establishment Costs
 Educator Registration and Membership Application Form
 Educator Information
 Responsible Adult Record

Date Reviewed:	May 2019	NA-POL-0030	Version No: 3	Page No.	Page 2 of 2
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