



Nature Alliance Family Day Care Service

Registration 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); 153; 169 2(b) [align with 119-120, 124, 127]

PURPOSE:

To register Family Day Care Educators to ensure they meet the Service Registration requirements.

SCOPE:

This Policy applies to the Nature Alliance Family Day Care Service and Family Day Care Educators

PRINCIPLES:

To engage suitably qualified people in an equitable and transparent manner when enacting the Family Day Care Service Registration Process.

POLICY

Family Day Care Educators will meet the Nature Alliance Family Day Care Service Registration process in order to be registered to provide early education and care for children and families.

Minimum Criteria for Acceptance of Application:

1. Minimum 18 years of age [R.119]
2. Possess an approved child care qualification of Certificate III level education or above [R.127]
3. Hold a current approved first aid qualification [R.136]
4. Meets the ‘fit and proper’ requirements [R.163; 169(a)(e)]
5. Agree with and is prepared to work within the Nature Alliance Philosophy and meet the Code of Conduct & Criteria for Membership
6. Potential applicant’s beliefs align with the Nature Alliance Philosophy

GENERAL PROCEDURES:

1. The Family Day Care Service will develop a comprehensive registration process to be used when approving prospective educators, for registration.
2. The Family Day Care Service will sequence the steps in the specific procedures to meet contextual needs.

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 Educators:

1. Upon initial contact with the applicant:
 - 1.1 gather the following information:
 - 1.1.1 personal details – name, address, date of birth, contact details
 - 1.1.2 qualifications (international qualifications assessment by ACECQA) and previous experience working with children;
 - 1.1.3 details of family members living in the residence and number including the number and age of the children
 - 1.2 provide the following information:
 - 1.2.1 overview of Family Day Care;
 - 1.2.2 numbers of children the applicant could provide care for;
 - 1.2.3 possible income earning potential;
 - 1.2.4 what the Family Day Care Service offers Educators to assist with their business operation;
 - 1.2.5 overview of information the Family Day Care Service will forward to the applicant,
 - 1.2.6 information about meeting local government requirements.
 - 1.2.7 if the applicant is renting their proposed Family Day Care residence, notify them of the requirement to gain written homeowner permission in order to proceed.
 - 1.2.8 Legal requirements, obtaining a PRODA Number and Customer Reference Number (CRN)
 - 1.3 Email Introductory Information to the applicant which 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.
 - 1.3.4 criteria for Service Registration and Membership;
 - 1.3.5 information about how to access the Family Day Care Service Policies, National Quality Framework and the ACECQA site;
 - 1.3.6 Service Registration and Membership Application Form (noting fees may apply) to be returned to proceed with the application.
 - 1.3.7 Nature Alliance Code of Conduct and Philosophy
2. On receipt of the Service Registration and Membership Application Form the Family Day Care Service will:
 - 2.1 Arrange for an interview either face to face at the applicant's residence or another method (Facetime, Zoom etc) 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 possible income;
 - 2.1.3 business, financial and taxation responsibilities;
 - 2.1.4 establishment costs including but not limited to the following (Refer to supporting documentation):
 - National Police Clearance (for all adults over the age of 18 residing on the premises)
 - Working with Children Check (for all adults over the age of 18 residing on the premises)
 - Assessment of overseas qualification costs

- First Aid and other training costs
- Local Government fees
- Medical Clearance (if required)
- Business rate of vehicle registration
- Small business set up costs
- Public Liability Insurance
- Child Accident Insurance
- Out of Home Care Insurance (if applicable)
- Child Car Restraints
- Toys, equipment, resources and publications (Refer to supporting documentation)
- Modifications to premises to meet service requirements
- Family Day Care Service Registration and Membership Fees

- 2.1.5 regulation requirements including home and safety requirements and Annual Venue Assessment;
- 2.1.6 training and orientation requirements;
- 2.1.7 own family and household members – impact, responsibilities, ensuring a protective environment for the children is maintained;
- 2.1.8 requirements for operating a Family Day Care Service - written records, observations and planning.
- 2.1.9 requirement to complete a recognised and accredited food safe course, child protection training and safe sleeping course.
- 2.1.10 experienced educator/mentor information.

3. Applicant to submit the Application for Registration and Membership Form. The Family Day Care Service will work through the Fit and Proper process (Refer to Policy 22) to determine if the applicant meets these requirements and those specified in the Criteria for Membership document. Fit and proper assessment will apply to Family Day Care Educators, Educator Assistants and adults residing at the Family Day Care residence. Applicant's are required to offer two referee's which will be contacted and an interview completed via the phone. Referee's must be independent and not a relative or partner of the applicant.
4. The Family Day Care Service will review the information from the 'fit and proper' assessment to determine whether the application meets the Family Day Care requirements and will proceed.
 - a) 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 and acknowledgement of receipt of these is received. The applicate is required to sign and forward the acknowledgment to the service.
6. The Orientation is distributed and must be completed before the applicant can commence as an educator. This may include but not limited to:
 - 1 Introduction to Family Day Care
 - 2 Legal Requirements
 - 3 Budgeting & Setting a Fee Schedule
 - 4 Planning for Children's Learning
 - 5 Health and safety
 - 6 Risk Assessment
 - 7 Promoting Healthy Food and Nutrition
 - 8 Safe Sleeping
 - 9 Forms

- 10 Skills and Knowledge Assessment
- 11 Child Car Restraints
- 12 Child Protection

- 7. Final Educator Registration check for Family Day Care Educators is undertaken by the Family Day Care Service prior to the educators' service opening. All items on the Registration and Membership checklist is completed, items identified on Venue Assessment Document are completed and Fit and Proper checks are completed to ensure it meets the Family Day Care Service requirements.
- 8. The Family Day Care Service accepts the applicant's membership, conditional on Family Day Care Service requirements for setup being met, orientation training completed, and National Police Clearance and WWC for all residents over the age of 18 years meets the requirements under the law. This process is expected to be completed within a three-month period, but extensions will be granted for exceptional circumstances.
- 9. Initial support contact as per the service's procedure for new educators is implemented.

SUPPORTING DOCUMENTS:

- NA-CL 0004 Establishment Costs checklist
- NA-CL 0002 Membership Checklist
- FDSee Venue Assessment
- NA-CL(I)-003 Registration and Membership Checklist
- NA- REG 0006 Application for Registration and Membership
- NA-REG 0009 Fees & charges
- NA-FRM 0011A Fee Guidelines
- NA-REG-0008 Criteria for Membership
- NA-TEM-0011 Philosophy
- NA-TEM-0010 Code of Conduct