



# 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 Record Management process for registering Family Day Care Educators.
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### ENGAGEMENT OF FAMILY DAY CARE EDUCATOR GUIDELINES:

1. The service will register Educators with the Harmony Software program. A PIN number will be issued to the Educator and to the families and the emergency contacts of the children being enrolled.
2. The Educator 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.
3. 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.

4. If the Educator is not including their own child or children in the childcare 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).
5. If the Educator's child or children 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.
6. To verify that a responsible adult has direct supervision of the educator's children, 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.
7. Payment will be made to the Educator for care provided.
8. Nature Alliance Family Day Care Service will establish and maintain a direct relationship with all Educators. This may include visiting the Educator and a written record of these visits will be developed, and a copy provided to the Educator.
9. All Educators are members of Nature Alliance Family Day Care Service and will be invited to all meetings, trainings and events and included in all correspondence.
10. 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.
11. 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.
12. A written Educator Membership Agreement is to be signed and witnessed between the Educator and a staff member from Nature Alliance Family Day Care Service. A copy, signed by the service accepting this agreement, will be forwarded to the Educator by the Service.

**SUPPORTING DOCUMENTS:**

Establishment Costs Checklist NA-CL-0004

Educator Application for Registration and Membership NA-REG -0006

Information for Registration NA-REG-0010

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