



# Bland / Temora Family Day Care

Is Family Day Care the right  
business for me?

An information booklet for  
prospective Educators



# Welcome

Imagine your love of children leading you to a fulfilling career!

You can do this through having a rewarding small business, in your own home with support from our Coordination Unit at Bland/Temora Family Day Care.

As an Educator, you can choose the days and hours you work while nurturing, inspiring and educating a small group of children.

There are many reasons people decide to become a Family Day Care Educator. Some find that caring for other children is a good way to provide playmates and companionship for their own children. Others simply enjoy the laughter and excitement that children bring to their homes. Some need to add to their income without having to work outside of the home.

Whatever the reasons, if you respect, understand and enjoy children and would love to support their learning and development, your Family Day Care business will be fun and fulfilling.

## How to contact us

Visit us in person at:  
130 Pine Street  
West Wyalong NSW 2671

Phone us on:  
02 6972 2795

Email us at [csuadmin@blandshire.nsw.gov.au](mailto:csuadmin@blandshire.nsw.gov.au)

Stay in touch via our Facebook page:  
Bland Shire Children Services Unit

Coordination Unit hours:  
8.30am – 5.00pm Monday to Friday

## The aim of our service

We believe in maintaining a professional approach to caring for children in our Service while retaining a family philosophy.

Daily experiences, and opportunities to stimulate learning, increase socialisation, promote physical growth and maintain emotional stability are aims of each caring home. The method of achieving these aims is different in each home. This enables the Coordination Unit to link similar parents and Educators.

Together with you, the Coordination Unit will guide you through the requirements of the National Quality Framework to develop the standards within your service.

The expectations are that Educators establish themselves as a viable, professional and flexible child care service for parents who are looking for care for their children.

## Becoming an Educator

Bland/Temora Family Day Care is seeking people who have a genuine interest in working with children. Having a fun, warm and caring nature will help you build strong connections with children in your care. Children will look upon you as someone they can trust and most importantly, feel safe with.

Some points to remember:

- You are self-employed yet work within the guidelines of Family Day Care and Bland Shire Council. Educators are paid per hour, per child, for the care that they provide. The Service has a base fee schedule; however, Educators may wish to set their own fees. Individual fee schedules must be provided to the Service before care commences and any subsequent changes forwarded to the office. There is no tax or superannuation taken from the amounts you receive. For more information on being self-employed, we recommend you speak to an accountant.
- At any one time, you may care for up to four children aged 0 – 5 years old and an additional three children aged 6 to 12 years of age, including your own children. There are rules around caring for relatives, which the Coordination Unit can help you abide by.
- Whilst your house needs to meet certain requirements to be safe for your families, you will have the support from Bland/Temora Family Day Care to help you work through these.
- Family Day Care is professional childcare and education. Educators provide high quality care that best promotes children's learning and development in the early years. The National Quality Framework process ensures that all children in Family Day Care have stimulating, positive experiences and interactions that foster all aspects of their development.
- Educators plan fun and stimulating activities for the children. Documenting your observations will help you evaluate and plan experiences based on the

children's interests and needs. Your programs will be based on the Early Years Learning Framework and My Time, Our Place.

- There is flexibility in being a Family Day Care Educator, but the Education and Care Services National Regulations and service policies must be followed at all times. These policies protect the children in care, as well as protecting yourself and your family.
- We hold regular training sessions throughout the year for professional development. You are invited to attend these, which is also a great time to discuss ideas with other Educators.
- Confidentiality must be maintained at all times. The Service promotes the principles of effective communication between Educators, Coordination Unit staff and parents. Family information provided to you by the Service concerning parents and children must be kept in a secure place, and no information is to be shared with others, including other Educators, your family or other families.
- Communication is very important. Not only are you caring for children, but you are becoming a very important part of a family's life. These can be long lasting valuable relationships.

### **Roles and responsibilities of The Educator's family**

As the words 'Family Day Care' indicate, caring for children in your home involves the whole family. If you have a partner, children or other family members living in your house, you should, as a family, talk over your plans before starting, because members of the Educator's family play an important role in the children's experience.

While your family members play an important role in the provision of your service, it is important to remember that you are the approved Educator registered with the Service. This means that you are responsible for making decisions about the provision of care, the day-to-day caring duties such as toileting, administering medication, accepting fees and physically receiving children into care and returning them back to their parents in the afternoon. Your family members may wish to become involved by participating in craft, reading stories, playing games etc., but cannot directly supervise children alone.

### **Do I need any qualifications to become an Educator?**

- All Educators are required to have a minimum of a Certificate III in Early Childhood Education and Care or be actively working towards. If you do not already have this qualification, the Coordination Unit can assist you with information on training providers.
- HLTAID004 Provide Emergency First Aid Response in an Education and Care Setting. If you do not already hold this, you will be required to complete a course prior to commencing Family Day Care.

- You and any adult member of your household will also be required to obtain a Working With Children Check clearance.
- You and any adult member of your household will also require a National Police Check.

### What support can I get?

The Coordination Unit are professionally trained staff, including our Children Services Coordinator, Family Day Care - Support Officer and administrative staff.

The Coordination Unit staff provides the link between families seeking care the Educators who wish to provide the care.

The Coordination Unit supports Educators by visiting by appointment and spontaneously at least once a month in their home. Most Educators may also be seen fortnightly at Playgroup or when they visit the office.

The Coordination Unit also provides:-

- Administrative help in the form of timesheets, medical forms, excursion forms, fee structure, parent handbooks etc.
- Opportunities for large group socialization at playgroup.
- Mobile toy library for children 0-6 years.
- Managerial support for feedback.
- A framework for Educators to work within.
- Support with planning and evaluating children's programs.

### Is there training to help me?

In our Service there are many opportunities for training.

The Coordination Unit aims to support Educators to develop professional and practical skills. We hold training sessions throughout the year as well as promoting other types of training which may be of interest.

For new Educators, the Coordination Unit provides individual and group orientation, covering some of the following topics:

- Child Protection
- Regulations and policies
- Planning experiences and activities
- Administration skills required by Educators
- National Quality Framework
- Operating a business
- Safety, risk management and insurance



## Do I have to change my home?

Educators set up their homes in a variety of ways, ensuring a safe, inviting environment where children are able to play and have fun. Educators may provide children opportunities to participate in messy play or enjoy somewhere where they can spend some quiet time or have a cuddle. You may like to keep some areas of your home for your own personal use, this can be done by closing doors or using safety gates.

## What equipment and materials will I need?

What you will need depends on the ages and stages of development of children. Most Educators start out with a small amount of equipment and their imaginations. You will slowly build up resources as your business grows.

Our Service also provides ideas and resources for craft activities and access to a mobile toy library.

Following is a list of ideas for equipment and materials for a Family Day Care home. You may already have some of these or may come up with creative ways of achieving others.

- Space - to crawl, toddle, run, climb, and to be alone but in view.
- Outdoor play space (sand, hard surface for wheeled toys, gardens) or a nearby park. A covered porch, garage, or carport is ideal for rainy days.
- Art/craft materials, including recycled materials and natural resources (such as egg cartons, magazines, feathers, rocks, sticks and paper); washable surfaces for messy activities.
- Water and sand to scoop and pour in plastic dishpans or a larger trough or water table; old throw rugs or other absorbent floor covering.
- Large and small, simple and complicated toys, including building materials such as wooden and plastic blocks.
- Children's books, and a quiet, comfortable place to read.
- Games, puzzles, vehicles, dolls
- Make-believe props, clothes, and costumes for dressing up and pretending.
- Individual sleeping places, changing areas, eating areas.

You do not need to spend a lot of money on toys and equipment if you set up your home with creativity and care. Make the most of what you have - your own warmth and enthusiasm will be your best equipment, your pots and pans and utensil drawer will be especially popular. Dressing up and playing games can be great fun.

## How much can I earn?

Comprehensive information and assistance is given to new Educators to help set fees that are realistic and assist your individual service to be profitable.

Parents and Educators agree on a contract for the hours/days for care. Parents pay the Educator the difference between the total fees and the parent's Child Care Subsidy entitlement.

Child Care Subsidy is a fee subsidy offered by the Federal Government and paid to Educators via the Coordination Unit to assist parents in meeting the cost of care.

Parents pay the Educator weekly or fortnightly as nominated in the Educators fee schedule.

Here is an example:

An Educator has four children aged between 0-5 in care between 8am and 5pm – 5 days a week.

The Educator charges \$10 per hour, per child.

9 hours a day for 5 days is 45 hours

45 hours @ \$10 per hour is \$450

\$450 for 4 children is \$1800

Please note this information is provided as a guide only. Each Educator must set their own working hours and their own fees. It is important to remember Educators pay their own tax, superannuation and business expenses.

### Educator networks

Educators support each other through meetings, Educator activities, catching up at the park and social events.

You will make a whole new set of friends in Family Day Care.

### Playgroup

Playgroup is an essential part of our Coordination Unit program and is held fortnightly. It offers broader, educational experiences to the children, and team support for the Educators. All Educators and the children they care for are encouraged to attend.

### How can I apply?

If you are interested in becoming an Educator, you can ring or come into the Family Day Care office to talk about becoming an Educator.

*We look forward to chatting with you soon.*