



# Camden Family Day Care



## Guide to becoming an Educator.

Item	Page Number
Philosophy	3
Philosophy	4
About Camden Family Day Care	5
The National Quality Framework	6
Becoming an educator	- Role of the educator 7
	- About becoming an educator 7
	- Costs 7
Recruitment process	- What to expect from the coordination unit staff 8
	- Process of recruitment 8
Frequently asked questions	9
Useful websites	10

### How to contact us:

Phone: 4645 5190  
 Fax: 4645 5195  
 Email: [fdc@camden.nsw.gov.au](mailto:fdc@camden.nsw.gov.au)  
 Post: PO box 183  
 Camden NSW 2570





# Camden Family Day Care Service Philosophy

***The Camden Family Day Care philosophy reflects our shared understanding of the role of our service for children, families and the community. Our philosophy underpins the beliefs, ideology, the decisions, policies and daily practices of Camden Family Day Care's approved provider, nominated supervisor, and the families and children of our service. The educators and staff members also made important contributions to the Camden Family Day Care philosophy. January 2019.***

## **Family**

***"Families are the child's first role model, they are the people they trust first and the ones they believe in ....."***

Family is life. Family is the foundation on which the child will learn to develop trust in other people and learn about friendship—initially with their siblings and extended family, and then with their peers. It is within the family unit that children first learn about connection and belonging, and this will shape their future. Families are children's first teachers, and here among family they should be bestowed an opportunity to become life long learners. Families show a child how to love and how to be loved, they teach children life skills and also life's boundaries.

Amongst the immediate family are others who provide a further foundation of trust and friendship. Those others also provide an opportunity to learn, to connect, and share experiences. This includes the child's family day care family. The educator and his or her family are connections to the child's experience of being and becoming. The family day care educator's own family show the children that respect, love and comfort are available and expected, and that their home is the child's home, to be safe and to matter.

## **Children**

***"Each child should be accepted for who they are and be given the same opportunities, respect, love and guidance"***

Educators and coordination unit staff plan and provide activities that reflect each child's individual qualities, interests and needs. Educators and staff collaborate with children as global citizens in learning about their community.

- Planned experiences will provide children with the opportunity to practice skills, refine current knowledge, make meaningful connections, experience a sense of belonging and enhance overall learning opportunities to promote future success.
- Educators and coordination unit staff will provoke wonder, curiosity and intellectual engagement through play based activities of which is based on careful observations and information gathering.
- The small family day care group environment provides an opportunity for children to feel safe and loved, and establish positive friendships with peers and adults.
- Children are acknowledged as individual, capable, and competent whose ideas are valued. We realise the importance of ensuring that children are given the opportunity to develop a positive self esteem and resilience to cope in our globalized society.
- Educators will provide an environment for children to develop the skills required to transition from the care environment to the school environment. Camden Family Day Care believes all children start school readiness from birth therefore, educators will collaborate with parents and staff to ensure a holistic approach to learning is provided for all children.





# Camden Family Day Care Service Philosophy

***The Camden Family Day Care philosophy reflects our shared understanding of the role of our service for children, families and the Community.***

## **Educators**

***“Children should look back on their time in family day care with memories of being a part of a warm and nurturing environment where they had fun, made friends and felt a part of a connected family group.”***

Educators and their own family members play a vital role in providing a supportive, safe and respectful environment where children can flourish and form positive attachments with others that are based on trust, love and honesty. Educators and parents work in partnership to promote successful placement and ensure a sense of belonging for the child, and they identify and respect the uniqueness of each child and their family in relation to their culture, abilities, needs, aspirations and values. Educators are viewed as independent, capable, and competent early childhood professionals who are supported by an experienced and qualified co ordination unit team. They show commitment to professional development opportunities and advocate for children in family day care. Educators plan programs for children that provide them with opportunity to explore, investigate and consolidate their learning through play-based experiences, and they build upon the children’s learning and development through observation, planning and evaluating.

## **Service & community**

***“Family Day Care should offer families and the community the opportunity to allow their children to be part of a special, personal, caring and individual environment.”***

From first contact with families, service staff believe that parents and community stakeholders are valued and important. The service staff seek to guide and empower families in making decisions around child care, and to access network services such as government agencies. Staff aim to meet the needs and expectations of families, community and educators, or to at least help them to understand the context of our service provision. Personal and professional strengths and styles of individuals within the coordination unit team are respected, and critical reflection is encouraged to ensure shared perspectives. Camden Family Day Care promotes and participates in practices that foster sustainability and encourage the use of natural resources to support a sense of connectedness to the land and environment. Service staff aim to keep current their knowledge around all aspects of the family day care and early childhood sector, and to form innovative and community relevant practices so that a high standard of care and education is available to families. Camden Family Day Care believes in playing an active and ongoing role in Reconciliation while promoting equality and recognition across all cultures. The service will engage with the local Indigenous community as a way of supporting cultural competence to ensure all children are familiar with the rich and long history of Aboriginal and Torres Strait Islander cultures and respect for the land on which our service is built upon.

***“Parents want to know that their child is a part of the family...and is in a loving, supportive environment while they go to work...the family day care service is their substitute home.”***



# About Camden Family Day Care

## **A career in family day care**

*Do you enjoy the company of children? Do you want to make a difference in their lives by providing quality care and learning experiences from your own home?*

*As a family day care educator you will join a network of more than 12,000 educators across Australia, be part of a professional group supported by 307 coordination units and the opportunity to be a member of the national peak body, Family Day Care Australia – representing you at a federal level.' Family Day Australia, 2013.*

Camden Family Day Care is sponsored by Camden Council and funded by the Australian Government. The service is licensed by the Department of Education and Communities and operates in accordance with the Education and Care Services National Regulation. Educators and Coordination Units are assessed and rated against the National Quality Standards to ensure quality education and care service is being delivered to all children and that the service is committed to continuous improvement. Camden Family Day Care is currently rated as 'Meeting'.

Family Day Care is a unique home-based education and care service that offers a warm, safe, secure and stimulating home environment catering for young babies through to pre-teens. Quality children's education and care is where children are happy, engaged and learning with qualified educators who are nurturing and caring.

Our point of difference is that we offer:

- Flexible hours to suit individual family needs
- Small groups (no more than 4 children under school age + 3 school age children).
- Family-friendly environments that focus on play based learning
- Emphasis on supporting children's individual interests
- Consistent educator providing stability and commitment to building strong relationships with individual children and their families.
- Genuine respect for family values
- Commitment to collaborative relationships between staff, educators, families and children.

Camden Family Day Care caters for children:

- during standard hours
- before/after school
- during school holidays
- in some circumstances overnight and weekends

Children are nurtured and cared for in the homes of approved Family Day Care Educators who are trained, resourced, supported and monitored by the Camden Family Day Care Coordination Unit team.

Camden Family Day Care is committed to the Australian Government National Quality Framework (NQF) for Education and Care Services. The NQF was implemented across all early childhood services, nationally in 2012. This means that all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care and school age care services. The Framework will help providers improve their services in the areas that impact on a child's development and empower families to make informed choices about which service is best for their child.

The National Quality Framework includes:

- a national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- a National Quality Standard
- an assessment and rating system
- a regulatory authority in each state and territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.
- the Australian Children's Education and Care Quality Authority (ACECQA).
- ACECQA, the new national body is responsible for providing oversight of the new system and ensuring consistency of approach. For more information

[www.acecqa.gov.au](http://www.acecqa.gov.au)



*'Family day care is the major provider of regulated, flexible, non standard hours child care in Australia.'*

*Current early years brain research confirms that the single most important element in stimulating a child's learning is strong relationships with significant adults – family day care's small group, 'one on one' educator/child relationship facilitates strong bonds and promotes effective early learning and social development'*

Family Day Care Australia,  
January 2013.

*"All children have the best start in life to create a better future for themselves and for the nation"*



# Becoming an Educator

## Role of the Educator

Educators are recruited, trained and resourced by the coordination unit. The key role of educators is to provide a quality education and care service which nurtures each child within their own family context.

Key facts:

- Educators have qualifications ranging from Certificate III or Degree in Children's Services to Bachelor of Teaching (Early Childhood). All Educators must hold a minimum Certificate III in Children's Services or be actively working toward completing a Certificate III course).
- Educators are committed to the National Quality Framework, participate in assessment and rating of the service and adhere to all legislative requirements.
- Educators genuinely demonstrate an interest and understanding of all children's individual needs and skills.
- Educators provide a stimulating program that supports the development and growth of each child.
- Educators develop open relationships which foster communication and support parents as the greatest influence in a child's life and therefore demonstrate respect toward individual families' practices and values.

## About becoming an Educator

- All applicants will be screened for suitability and must agree to complete a Working with Children Check. All other household members above the age of 18 years must also complete a Working With Children Application.
- All applicants must hold a minimum qualification in Children's Services of Certificate III in Early Childhood Education & Care.
- All applicants are expected to have good communication and administration skills. Computer skills are preferred.
- The applicant's residence will be assessed for suitability and safety and the staff will advise of any necessary changes.. In addition, their residence will be assessed online by staff to ascertain if they are situated in a bush fire zone and if so applicants may be required to submit a Development or a Complying Development Application.
- All applicants must demonstrate a commitment to providing a quality service in accordance with the National Quality Framework.
- All applicants must complete compulsory Orientation training.
- All applicants must hold a current qualification ( for course competency numbers please contact the Coordination Unit before enrolling) in the following prior to final registration:
  1. Apply First Aid
  2. Emergency Asthma and Anaphylaxis Management
- A National Criminal History check must be completed by the applicant.
- Educators are required under the Family Assistance Law to register for Provider Digital Access (PRODA) through the Department of Human Services. They are also required to complete a National Criminal Record Check.

## Costs

There are some costs associated with setting up Family Day Care as a small business, purchasing play equipment, cots, car seats etc and preparing your home to ensure it is safe for children. Most costs are tax deductible. Approximate costs include:

*Orientation Training \$280*

*First Aid, Asthma and Anaphylaxis qualification – \$120 (approximate)*

*Annual Public Liability Insurance - \$550 (approximate cost and can be paid in monthly instalments)*

*Educator Professional Partnership Fee - \$49 per week.*

*Educator Annual Re Registration Fee \$35.*

*Working with Children Check—\$80 (valid for five years)*

*National Criminal Record Check—approx. \$60*



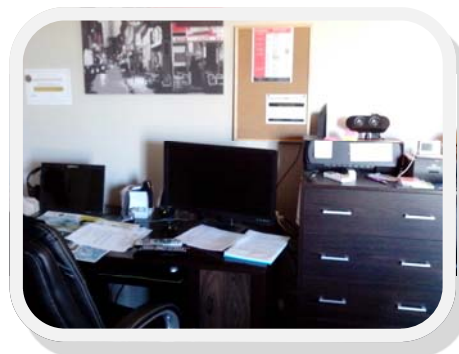
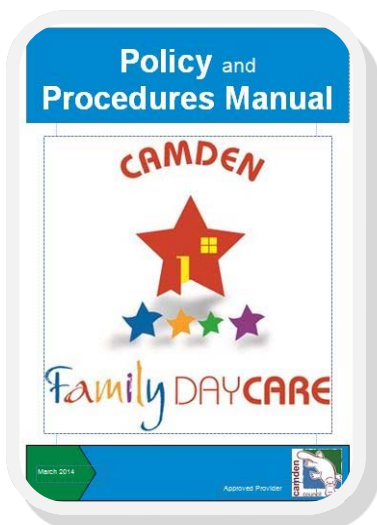


# Recruitment Process

## What can you expect from the coordination unit staff?

The key role of the coordination unit is to support and resource the highest standard of Family Day Care for children. Key facts:

- Staff have early childhood and administrative qualifications and extensive experience. Staff are committed to providing support and guidance to educators to ensure together we can deliver a quality service to children and support best business practices.
- Regularly reviewed Policies and Procedures which reflect the NQF ( a comprehensive index of Policies and Procedures can be found at the end of this booklet).
- Staff support educators to uphold organisational values, meet required legislation and meet National Standards.
- Support, guidance and training to educators through regular home visits, general communication and by providing professional development opportunities.
- Home visits to educators to monitor and observe children within the program and provide opportunities for families to discuss individual children's wellbeing, learning and progress.
- Newsletters, training opportunities and current information to support parenting.





# Recruitment Process

## Process of Recruitment (Policy attached)

Prospective educators complete the *Application to Operate a Family Day Care Service* and return it to the coordination unit where it is placed on the Prospective Educator Register. The applicant may be invited to an interview at the coordination unit.



At a time convenient to staff and applicant, a preliminary assessment of the home will be undertaken by two staff members.



Confirmation of location of premises in relation to bush fire zones and any required assessment process will be conducted in consultation with Camden Councils Development officers



Reference checks will be conducted by coordination unit staff. The prospective Educators assessment is outlined in the Educator Recruitment, Assessment, Registration and De registration Policy.



Successful applicants will be invited to attend Orientation Training conducted by qualified Coordination unit staff .

Prospective Educators who successfully fulfil all requirements of orientation will be required ( as listed below) to sign an agreement with the Camden Family Day Care Service which outlines the requirements of registration.

- Obtain Insurance
- Complete Training Modules
- Current First Aid and Asthma and Anaphylaxis qualifications
- Final Educator Residence Risk Assessment
- Working with Children Check clearance & a National Criminal History clearance.
- All required certifications



# Frequently asked questions

## Frequently Asked Questions:

- *Am I considered employed or contracted?*

Educators are 'registered with Camden Family Day Care and are considered 'self employed small business operators'. You will need to obtain an Australian Business Number (ABN).

- *How much money can I earn?*

Educators set their own fee schedules with guidance from Camden Family Day Care and income depends on how many days and hours you plan to operate.

- *Can I work part time?*

You can work part time. We ask for an initial commitment of a minimum of four days per week. Once you have established your service and after a 12 month period we may consider an application to work change to three days a week.

- *How much paperwork is involved?*

As with any small business there is administration and paper work, however educators will receive extensive training and ongoing support from the qualified Coordination Unit Administration team.

- *Do I need to have insurance?*

Yes, a minimum requirement is to purchase \$10 million Public Liability (see above associated costs)

- *Do I need to advertise?*

Camden Family Day Care looks after advertising on your behalf. However educators are encouraged do their own promotion in addition to this.

- *How do I get children?*

Camden Family Day Care Coordination unit receive inquiries from families and maintain a waiting list of children. Families are then referred to educators who have suitable vacancies (see next page for details).

- *What happens if I have a problem?*

The coordination unit staff are available to assist and guide you with any problem. The service also has a policy; Feedback and Complaints, which will be issued to you prior to registration.

- *What if I have a swimming pool?*

Educators with swimming pools are required to maintain their pool in accordance with the Swimming Pools Act. 1992 and the Swimming Pools Regulation 2008. Compliance checks are obtained by an officer from Camden Council and remain current for a period of three (3) years. (Refer to Council fees and Charges for cost)

**At NO time are children enrolled at the service permitted to swim.**

- *Can I have pets?*

Yes, however educators must adhere to the Camden Family Day Care Pets Policy. Pets must be kept separate from children.

- *Do I have to purchase a lot of equipment prior to starting?*

It is expected that you will have some basic equipment prior to starting and then slowly purchase more to add to your business as you earn money. You will need to ensure that you have suitable cots/ bedding for children and car restraints if you intend to transport children. The service also has a free toy library available for educators to borrow educational toys and equipment.



# Waiting lists and referral process

**One of the most commonly asked questions is 'how will I get children in my service, and how does the enrolment process work?' The following step by step procedure should help you to understand the importance of the waiting list process and an educators responsibility in ensuring that they can 'secure' families for their family day care service.**

## The Waiting List/Referral Process

### 1. Completion of Waiting List Application Form.

- Discuss care requirements – days/hours/location/flexibility/commencement date
- Discuss split care option
- Note any medical conditions/parent requests etc
- Ask how they heard about Camden Family Day Care
- If care is not required immediately and the family has never used family day care before, we offer for the family to attend an 'Orientation Visit' with an educator to learn more about our service.

### Commonly asked questions by families

- Are Educators qualified
- What are the fees
- What happens if my Educator takes leave
- Does the Educator use their car/go on routine outings
- Does any Educator offer half days/occasional care
- Can I be referred to more than one educator?

### 2. Referral to educator

- All vacancies are kept up to date on a spreadsheet where all Coordination staff can access and update. Please keep your vacancies up to date with us to prevent missing out on referrals.
- If your vacancies match the care requirements, I will call you to discuss placement. If you are happy to accept the referral – I call and email the parent with your details. Families are asked to make contact with the educator within 48 hours to organise a time to meet. If the educator doesn't hear from the parent within this time – I will remove the referral and refer other families on the waiting list.
- Parents are referred to at least 2 educators – parents need a comparison.

### 3. Follow up with parent/educator

- If I don't hear from the parent/educator within a week of making the referral – I give the educator a call to confirm if they have heard from the parent. If they have not – I follow up with the family and determine if care is still required.
- If the parent has met with the educators – but has decided to not proceed with enrolment – I offer to refer to other educators. If they do not wish to proceed – they are removed from the waiting list and an exit letter is sent to the family.
- If parent is happy to proceed with the educator – enrolment forms/checklist of required documents is emailed to the parent and an enrolment interview is booked.

### 4. Enrolment Interview

- Parents are required to bring with them completed enrolment form, up to date Immunisation History Statement, birth certificate (or passport), customer reference numbers with Centrelink and are required to pay an enrolment fee.
- Once enrolment is complete – the educator will be emailed a copy of the enrolment form (a hard copy will also be mailed to you if you require).

### How can Educators assist in the referral process?

- Answer your phone professionally. This is the first contact a parent will have with you.
- Be prepared for the tricky questions. Most parents haven't used FDC before and are often 'shopping around' for care during the referral process. Sell the service. Showcase what you have.
- Parents don't phone saying 'I don't want an educator with a pool', 'I don't want an educator with animals', 'I don't want an educator who lives on a busy road'. Think of risks that parents may identify and be prepared to respond.
- Be upfront with parents about your fees – handover your fee schedule.
- I can sell your service to a parent the best I can – but once a parent calls you – you need to be able to further this. We are an exceeding service and as a team we can maintain this rating.

## Useful Websites:

NSW Family Day Care Association  
[www.nswfdc.org.au](http://www.nswfdc.org.au)

Family Day Care Australia  
[www.fdca.com.au](http://www.fdca.com.au)

Everything you need to know about living, learning and playing in Camden  
[www.camdenkids.com.au](http://www.camdenkids.com.au)

Australian Children's Education and Care Quality Authority  
[www.acecqa.gov.au](http://www.acecqa.gov.au)

NSW Education (Department of Education NSW)  
<https://education.nsw.gov.au/>

Department of Human Services  
<https://www.humanservices.gov.au/>

Raising Children Network  
[www.raisingchildren.net.au](http://www.raisingchildren.net.au)

Australian Family  
[www.australianfamily.com.au](http://www.australianfamily.com.au)

## References:

Family Day Care Australia. Retrieved from,  
<http://www.familydaycare.com.au/index.php/main/About%20Family%20Day%20Care#M39>







Julia Matthews has been Team Leader & Nominated Supervisor since 2016. Previously she worked for 12 years as a coordinator at Camden Family Day Care. Prior to that she worked as a coordinator for Campbelltown and Hastings Family Day Care. Julia works closely with staff, educators and families to ensure that Camden FDC provides the highest standard of child care and customer service. She is currently studying for a Bachelor of Arts/Liberal Studies and already holds a Diploma in Children's Services and a Cert IV in Training & Assessment.



Chris Hall is the services Educational Leader. The role is to support educators with all aspects of their program and practice. She has been in the early childhood sector for 25 years. She is currently studying a Bachelor of Education—Primary. She is very passionate about supporting educators to achieve quality outcomes for children in relation to school readiness, literacy and numeracy skills, and embedding Aboriginal perspectives into the children's daily learning.



Julie Gulyas works as a coordinator with Camden FDC four days a week. She has worked with the service for 10 years and is responsible for supporting educators in their role through resourcing and home visits. She assists with play sessions and training. She holds a Diploma in Children's Services and a Cert IV in Training & Assessment.



Vicki Cook has been providing administration support to the Camden Family Day Care Co ordination Unit for close to 18 years. This varied role includes training and ongoing guidance for Educators, ensuring that the service remains compliance in relation to Family Assistance Law and assisting Families with all aspects of their childcare enquiries. Vicki has formal qualifications in Records Management, Front-line Management and Training and Assessment.



Hayley Ruiters supports the families and educators of Camden Family Day Care in her diverse role of administration support and placement officer/coordinator. Hayley works closely with families to find an educator to meet their care requirements as well as supports Educators through home visit contact ensuring they remain compliant according to the National Quality Framework. Hayley has formal qualifications in both administration and child care.

### Service Contact Details:

Location: Narellan Child Family and Community Centre 16-24 Queen Street Narellan, NSW, 2567.

Postal Address: PO Box 183, Camden NSW 2570

Phone: 4645 5190

Email: [fdc@camden.nsw.gov.au](mailto:fdc@camden.nsw.gov.au)

Office Hours: 8.30am to 4.30pm Monday to Friday

Publication February 2013 Reviewed July 2014, March 2015, June 2015, June 2016, Dec 2016, August 2017, January 2019.