

CAMDEN



Family DAYCARE

Camden Family Day Care

Guide to becoming an Educator





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How to contact us

Phone: 4653 3000

Email: fdc@camden.nsw.gov.au

Office location:

Narellan Child Family and Community Centre

16-24 Queen Street, Narellan NSW 2567

Aboriginal and Torres Strait Islander peoples should be aware that this document may contain images or names of people who have passed away.



Camden Family Day Care Philosophy

***“Committed to providing high quality education and care
in home environments”***

Children

Are capable and resourceful individuals who develop and learn at their own pace.
Are curious and actively contribute to their world and learning.
Grow significantly in the first few years of their life.
Learn best through play with time to just be, explore, investigate, interact with others and have fun.
Need secure respectful, relationships with responsive adults.
Have a voice that is valued and heard.
To experience Belonging.

“It’s the closeness of children and the feeling of love and care” (Parent)

Families

Are the primary influence in a child’s life.
Are valued as collaborative partners in children’s learning.
Are diverse and each have a unique perspective.
Are encouraged to exchange information that helps us develop a wholistic understanding of their child.
Need secure, respectful relationships with their child’s educator.
Have a voice that is valued and heard.
To experience Belonging.

“Feel like part of the family” (Parent)

Educators and Staff

Are an important influence in the lives of the children and families they care for.
Are valued as knowledgeable, experienced, passionate, and innovative education and care professionals.
Use a range of different pedagogical practices to support children to succeed and grow holistically.
Are committed to continual growth and development.
Are protectors of children and advocate for the dignity and rights of every child.
Value and nurture secure, respectful relationships.
Have a voice that is valued and heard.
To experience Belonging.

“Create a small, friendly, calm environment” (Parent)

Community

We acknowledge the Aboriginal and Torres Strait Islander people as the Traditional Custodians of the Country on which we work and play, we respect and share with children their connection to the land, water, and community, their cultures, and customs past and present.
Offers valuable opportunities to collaborate, share knowledge, experience diversity and learn.
Strengthens our connectedness beyond the service.
Encompasses belonging.

“I like seeing my friends and playing outside. I like our visits to the park” (Child 3 years)

Environment and Curriculum

We are guided in our everyday practice by the National Quality Framework.
Our environments are safe, secure and nurturing.
Our programs are diverse and responsive to children’s needs, strengths and interests.
Promotes overall wellness through nutrition and being active.
We observe, analyse, plan, implement and evaluate in an ongoing cycle that contributes to each child’s learning.
We value the role of nature and natural environments in growth and wellbeing.
Foster connectedness and meaningful relationships, essential to our wellbeing and ability to thrive.

“The roof is open because there is so much fun inside it explodes out” (Child 6 years)

Acknowledgement of Country

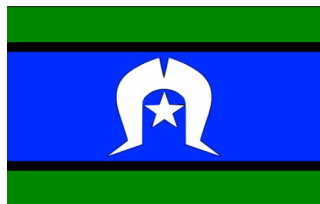
Written in consultation with Aboriginal Elder and historian Les Bursil

Camden Family Day Care would like to pay respect to and acknowledge the Dharawal peoples who are the traditional custodians of the land on which we operate. We acknowledge the deep feeling of attachment and relationship that the Aboriginal peoples and the Torres Strait Islander peoples have with their country.

Camden Family Day Care is an inclusive service that appreciates and respects all cultures and incorporates learning and activities for children to grow in their knowledge of diversity.

We would like to pay our respects to the Aboriginal Elders, past present and future, for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.

Developed 22/02/2018





I see you, I see you.

I see you, I see you.



About Camden Family Day Care

Why do I love being an educator with Camden Family Day Care...

"I love the autonomy that I have as an Educator. To be true to my philosophy and implement a Reggio inspired curriculum that is lead solely by the child's interests. I love the meaningful connections with families and that the children in my care remain part of our village long after they have transitioned into the next chapter of their lives." Educator 2024

Camden Family Day Care is a not-for-profit service run by Camden Council. Established in the local community since 1983, the service has a long reputation. The service is licensed by the Department of Education and operates in accordance with the National Quality Framework. 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 the National Quality Standards.

Family Day Care is a unique education and care service type that offers a warm, secure and stimulating home environment for young babies through to pre-teens.

Through a Family Day Care Service educators can offer:


- Flexible hours to suit individual family needs.
- Small group sizes (no more than 4 non-school children and 3 school children).
- Family friendly environments that focus on play based learning.
- Emphasis on supporting children's individual needs and interests.
- Consistent early childhood trained 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:

- Infants and young children prior to commencing school
- School children (before and after school care)
- School children during the holidays and other 'non-operational' days (when school is closed) (vacation care)

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.





It is a small, friendly, calm environment. Makes it easier for children to transition into care as there is time for the educator to bond and build a good relationship with the child.

Parent testimonial – 'Family Survey 2023'

Our educator is phenomenal. She is highly skilled, incredibly caring, promotes a continuous learning platform and provides a level of professionalism that far surpasses any I have ever seen.

Parent testimonial – 'Family Survey 2023'

Great educator, years of experience, relaxed environment, caring environment. Always helpful to our family's needs and child's needs.

Parent testimonial – 'Family Survey 2023'

The 'family' feel, small number of same children, my educator makes my daughter feel like part of her family.

Parent testimonial – 'Family Survey 2023'



The National Quality Framework

Camden Family Day Care is committed to the Australian Government's National Quality Framework (NQF). The NQF is a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia. The Department of Education; Early Childhood Directorate are the regulatory authority primarily responsible for the approval, monitoring and quality assessment of services in NSW.

The National Quality Framework includes

- A legislative framework that consists of the *Children (Education and Care Services) National Law* and the *Education and Care Services National Regulations*.
- A *National Quality Standard* made up of seven quality areas that are important to outcomes for children and set a benchmark for services by which they are assessed and rated.
- An assessment and rating process.
- Approved learning frameworks from which services are required to base their educational program. For NSW these are the Belonging, Being Becoming: The Early Years learning Framework (EYLF) for children birth to five years and the My Time Our Place (MTOPI) framework for school aged children.

Camden FDC is committed to complying with the NQF and strive to continually improve our knowledge and practice to ensure quality outcomes for children.

Learning Frameworks

Camden FDC staff and educators embrace the NSW Learning Frameworks and use the Principles, Practices and Learning outcomes to guide our thinking to extend and enrich children's learning. The EYLF assists educators to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. The EYLF is designed to be used by early childhood educators working in partnerships with families as they are children's first and most influential educators.

Further information about the National Quality Framework can be accessed through the ACEQCA website www.acecqa.gov.au or Starting Blocks www.startingblocks.gov.au





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.
- 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 also essential.
- 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 (at the expense of the educator).
- 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 in the below: (and provide certificates): (completed at the educator's expense)
 - First Aid (please note 'provide cardiopulmonary resuscitation' component must be completed annually);
 - A National Police Check Certificate is required (checks must be less than 6 months old upon registration) – all residents above the age of 18 will require this;
 - Educators are required under the Family Assistance Law to register for Provider Digital Access (PRODA) through the Department of Human Services;
 - Safe Food Handling;
 - Child Safe Sleep Training;
 - Child Protection Training (formal qualification)



Becoming an Educator

Costs

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. We recommend speaking with your accountant with regards setting up a small business.

Approximate costs include:

- Educator Registration and Start Up Fee \$308.00
- Annual Public Liability Insurance - \$500.00 (approximate cost and can be paid in monthly instalments. Contact Family Day Care Australia on 1800658669 for further information)
- Educator Professional Partnership Fee - \$55.50 per week
- Educator Annual Re Registration Fee \$39.00 (annual fee charged in the first quarter of the year)
- Harmony Web for Educators - \$5.30 per week.





About the Coordination Unit

The coordination unit holds the Service license approval and sets the Service policies and procedures. Individual Educators apply to register their FDC business with the Service and once approved agree to the ongoing registration requirements. The main role of coordination unit staff is to oversee service provision and support and resource FDC educators to achieve the highest quality outcomes for children.

What can you expect from the co-ordination unit:

- Staff are suitably qualified professionals with extensive experience in education and care services.
- Oversee the development and regular review of policies and procedures which reflect the NQF and are based on best practice.
- Assess the suitability of prospective educators and their environments. Induct, train and mentor new educators to ensure compliance and implementation of the NQF and service policy and procedures.
- Support educators to ensure compliance and provide safe and stimulating environments through a risk vs benefits approach to planning.
- Conduct regular home visits to FDC services to monitor compliance and support educators.
- Provide professional development.
- Support children's growth and development through assisting educators to plan and implement educational programs based on the learning frameworks that focus on each child's strengths, need and interests.
- Oversee and implement the waiting list, placement, enrolment and ongoing administration process' for children and families.
- Oversee the implementation of Government systems including Child Care Subsidy that assist eligible families with the cost of child care.
- Communicate with and support families throughout their child's enrolment, promote connection and keep families informed about the service and other topics of interest including community, child development, health safety and wellbeing and parenting support.





Process of Recruitment

- 1.** Initial enquiry to the coordination unit. Requested information will include the address of the proposed premises to allow a staff member to complete a bush fire zone check to determine if the premises are impacted by this zoning. If impacted, relevant information will be provided prior to proceeding with the application. Prospective Educator information is emailed to the applicant, including the application form to be completed and returned to the coordination unit.
- 2.** The Prospective Educator will complete the *Application to Operate a Family Day Care Service* and return to fdc@camden.nsw.gov.au. A staff member will confirm when received. The application is forwarded to our Team Leader for consideration and review.
- 3.** If the Team Leader would like to proceed with the application, the Prospective Educator is contacted, and a preliminary assessment of the home will be undertaken by two staff members. During this preliminary assessment, coordination unit staff will provide information to the applicant with regards to the recruitment process and family day care requirements.
- 4.** Following the preliminary assessment, the Team Leader will determine if the application will proceed based on reference and probity checks (provided in the application form). A formal letter of offer to proceed will be emailed to the successful applicant.
- 5.** The successful applicant will be provided with relevant information to finalise their registration requirements (this includes completion of the Educator Residence Risk Assessment; training requirements; provision of certifications). The payment of the Educator Registration and Start Up Fee will be required at this stage in order to proceed.

The Children's Voices

"I have fun on the slide"
– aged 4

"I like picking flowers and making
potions. I have fun at the park" –
aged 3

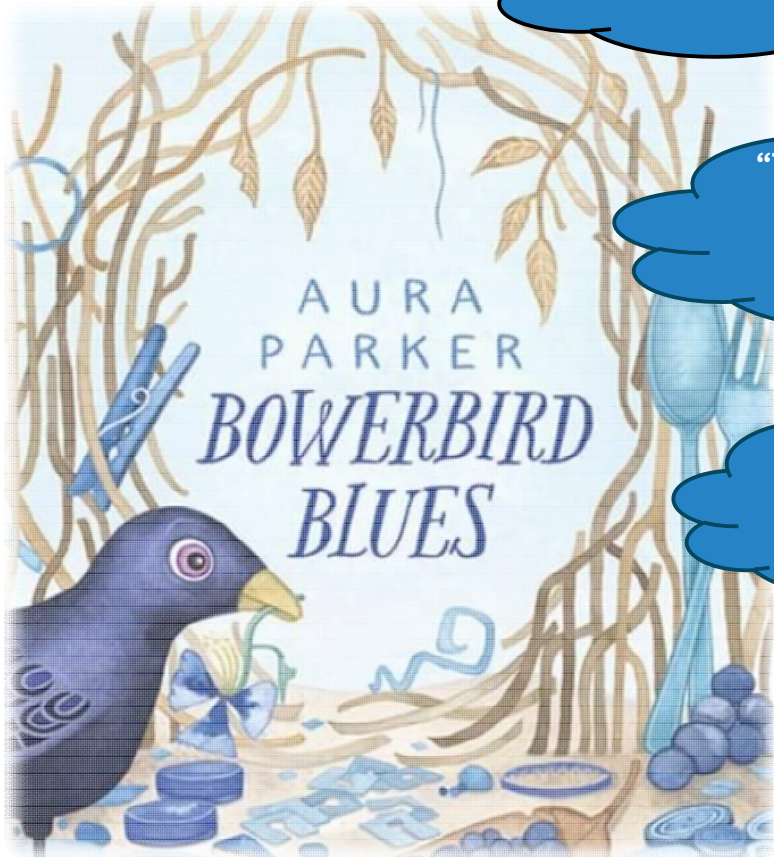
"There is lots of fun things to do, like
science experiments and playing
outside. There are lots of toys" –
aged 8

"Because it's fun! I get
to play with my friends"
– aged 2

"My friends are like all the
colours of the rainbow" –
aged 3 years

"My educator is nice, my
parents are friends with
her and the kids are nice"
– aged 6

"I like seeing my friends and
playing outside" – aged 3





Waitlist and Placement

Waiting List

Camden FDC Service maintains a central waiting list through which all vacant FDC child care positions are filled.

Families wanting to place their child into FDC need to complete a waiting list application form. The information provided on this form will be used to assist us to find an educator suitably matched to your care requirements and your child's individual needs. To help us do this it is beneficial for families to provide as much information as possible about their child including any additional needs or medical conditions. Families will be contacted the month prior to their requested commencement date to confirm their care requirements and at that time are provided with an update on the service vacancy status. Being on the wait list does not guarantee a position.

Referral to Educator

All vacancies are kept up to date at the coordination unit. Educators are responsible for updating the coordination unit of vacancies. When a vacancy is available, waiting list applications are reviewed in order of the date they were received to find a family whose care requirements match the vacancy. The family will be contacted and provided with the educator's details so they can organise a time to view the service. Parents are asked to contact the educator within 24 hours of receiving this information.

At the initial meeting we encourage families to-

- Take their child along so they can meet the educator and see the service also.
- Discuss their child's individual needs including sleep routines, dietary requirements, medical conditions, etc.
- View indoor and outdoor environments and discuss the educators educational program and practices.
- Discuss the educators individual business practices including outings, transportation of children on regular outings, fees etc.

Follow up with parent/educator

- Both parent and educator are contacted by the coordination unit to confirm if the placement will proceed.
- If the parent decides not to proceed, we request feedback and will place the family back on the waiting list until another option is available.
- If the parent wants to proceed with enrolment – the parent is provided with access to the online enrolment process.





Key Policy Points

Child Protection and Safety

Child protection and safety is a top priority for our Service. Screening is a mandatory part of staff recruitment and educator registration and includes the screening of all residents aged 18 years and over. Staff and educators are Mandatory Reporters and trained in Child Protection. Camden Council is a Child Safe organisation and puts into practice the Child Safe Standards making Child Safety a priority in our community.

Delivery of children to and collection from the Family Day Care Service

This policy ensures authorised, safe and documented arrival and departure of all children at each FDC education and care setting. The key points for families include; accurately signing electronic attendance records on arrival and departure, supervision of children during arrival and departure from the educator's premises, notifying the coordination unit of court orders or changes to family circumstances that affect custody, keeping up to date all information in the child's enrolment record such as authorised nominees which affect the delivery and collection of the child.

Excursions

The Excursions policy supports educators to plan and implement educational excursions and regular outings. These opportunities are planned to compliment the educator's program and provide children with real life experience and promote belonging and connectedness to their community, the Service and other FDC services. A comprehensive Risk Assessment is developed for every outing and families will be able to read this before signing authorisation for their child to participate.

Transportation

Some educators transport children to and from school, this is disclosed to families at the initial enrolment meeting. Transportations are carried out in the educator's own vehicle and the educator is the responsible driver. There are strict guidelines for transporting children and more information can be found in the *Transportation* policy.



Key Policy Points

Dealing with Medical Conditions in Children

We place the health safety and wellbeing of all children at the forefront of everything we do. This policy guides our practice when working with children with medical conditions to ensure the effective management of these conditions whilst children are in care and includes the development of Risk Minimisation plans, managing the child's condition while in the service including prevention of encountering known triggers and managing medical episodes. The service emphasises the importance of ongoing communication between the educator and the child family to ensure the child is continually safe.

Dealing with Infectious Diseases

Educators prioritise the health and safety of children, their environments are maintained in a clean and healthy state and implement strategies and procedures for managing the spread of infection. From time-to-time children become unwell whilst in care and this policy provides guidelines on the actions that educators are required to take including completion of an illness record.

Incident, Injury, Trauma and Illness

The likelihood of incidents occurring in FDC is minimal due to the risk-based approach educators take to managing environments including accessibility, set up, maintenance, cleanliness and supervision. When incidents or injuries do occur, this policy guides educators to manage these events effectively including calling emergency services if necessary, documenting incidents accurately and reporting to families and the co-ordination unit.

Emergency Management

As a part of the service requirements for registration, educators must comply with strict emergency management procedures including the need to have a fully stocked First Aid kit available at all times, having Fire Equipment on hand that is appropriately placed and regularly checked for safety, development and display of emergency evacuation diagram and procedures and obtaining and maintaining a current First Aid and CPR certificate. In the case of an emergency educators will always contact emergency services and will then contact the co-ordination unit for support and notify families. As a requirement of enrolment all families must agree to medical treatment being sought for their child in the event of an emergency with the family being liable for the cost incurred.





Frequently Asked Questions

(FAQ)

Am I considered employed or contracted? Educators are 'registered with Camden Family Day Care and are considered 'self employed small business operators'. We would recommend seeking business advice from your accountant prior to operating.

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 decrease to three days a week.

How much paperwork is involved? As with any small business there is administration and paperwork, 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 \$20 million Public Liability. You can seek further information with Family Day Care Australia: [Public Liability Insurance \(familydaycare.com.au\)](https://familydaycare.com.au)

Do I need to advertise? Camden Family Day Care maintains a waiting list. We do advertise via Camden Council/Family Day Care Facebook pages when vacancies are available. If the care requests on our waiting list do not match your vacancies, we encourage educators to do their own promotion to fill these positions.

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. If families contact the educator directly, we ask the educator to forward them to the coordination unit.

What happens if I have a problem? The coordination unit staff are available to assist and guide you with any problems. The service also has a policy; Dealing with 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 2012.

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 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. Educators are also required to have resources available to complete administrative processes, this includes a working computer, printer, and other portable devices such as a phone/lpad.



Additional Information

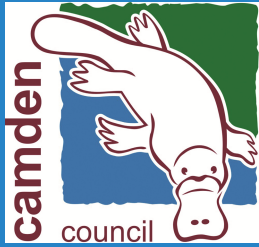
Policies/Procedures & useful websites

Camden FDC policies and procedures

Camden Family Day Care, in consultation with all stakeholders have developed a comprehensive list of policies and procedures which clearly articulate requirements in relation to compliance, provide guidance for best practice and decision-making, and streamline processes. Our policies and procedures can be accessed through the Camden FDC Policy and Procedure Manual (provided to Educators) or via Harmony. These policies and procedures are applied to all families, educators and staff respectfully and consistently.

Useful Websites

- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Everything you need to know about living, learning and playing in Camden- www.camdenkids.com.au
- Department of Education Early Childhood Directorate - [Early childhood education \(nsw.gov.au\)](http://Earlychildhoodeducation(nsw.gov.au))
- Family Day Care Australia- [Start a Career as a Family Day Care Educator | Family Day Care Australia](http://StartaCareerasaFamilyDayCareEducator|FamilyDayCareAustralia)
- NSW Family Day Care Association- [Educators - NSWFDCA](http://Educators-NSWFDCA)
- Raising Children Network- www.raisingchildren.net.au
- Red Nose Australia (Safe Sleep)- www.rednose.org.au
- Starting Blocks- www.startingblocks.gov.au



Coordination Unit

Staff Profiles



Lisa Tolo is the service Team Leader, her role is to oversee the day to day running of the Family Day Care service and staff team and ensure continual compliance with the National Quality Framework and other legislation. Lisa has worked in Education and Care for more than 30 years with more than 10 years' experience directing a variety of centre-based service types, Lisa has also worked as a coordinator and educational leader in FDC and trainer and assessor delivering the Certificate III and Diploma courses to early childhood students. Lisa has a Diploma in Children's Services and Cert IV in Training & Assessment and is dedicated to supporting educators to achieve quality outcomes for children and families in the local community.



Lauren Halls is a service Coordinator and Educational Leader. Her role is to support educators in their role with their Educational Program and Practice and compliance with the National Quality Standards and National Law and Regulations, through resourcing and home visits. Lauren has worked in Education and Care for over 20 years, working across different service styles in various roles such as Centre Director. She has also worked for different RTO's such as TAFE delivering relevant training in Certificate 3 and Diploma in Early Childhood Education and Care. Lauren has a Bachelor of Teaching in Early Childhood as well as Cert 4 in Training and Assessment. Lauren is passionate about mentoring and supporting educators and providing children and families with the best quality outcomes.



Julie Gulyas is a service Co-ordinator and works part time Mon-Thurs. Julie has worked with the service since 2001 and is responsible for supporting educators in their role through resourcing and home visits, ensuring compliance of the National Regulations and National Quality Standards. Julie provides support and mentors Educators to provide quality outcomes for children and families. Julie's qualifications include a Diploma in Children's Services and Cert IV in Training & Assessment. Julie is a Mental Health First Aider.



Vicki Cook is a service Administration Officer and works part time– Tues to Fri. Vicki has been providing administration support to Camden FDC since 1999, her role supports all administrative requirements of the Service and educators ensuring service compliance with legislation and regulations including Family Assistance Law. Vicki provides families with current and accurate information regarding their Child Care Subsidy (CCS) entitlements and rulings. Vicki has formal qualifications in Records Management and Frontline Management and has a Cert IV in Training and Assessment and is a Mental Health First Aider.



Hayley Ruiters is a service Administration Officer and Placement Coordinator and works part time Mon-Thurs. Hayley has been working with the service since 2011, in her diverse role, Hayley works closely with the families and educators to fill the service vacancies through the maintenance of a central wait list and implementation of service placement and enrolment procedures. Hayley has formal qualifications in both Administration and Early Childhood Education and Care and is a Mental Health First Aider.