



Northern Rivers Children's Services Limited: Caring for the community since 1980



Dear Applicant

Thank you for your recent inquiry into becoming a Family Day Care Educator.

In this package you will find:

- Family Day Care Educator Selection Criteria
- Family Day Care Information Sheet
- Family Day Care Educator Application form

Please complete the application form and return it to the office at which you made initial contact (Lismore or Tweed Heads).

We also require an up-to-date Resume with your application.

Registration as a Family Day Care Educator is dependent on successful completion of a series of recruitment stages. Progression to a home safety inspection will be based how your application responses relate to our selection criteria, the quality of other applications, and the childcare needs of your local area.

You will be supported throughout the recruitment process by our staff. Our Educators are provided with professional and financial support throughout their time with us.

Operating a Family Day Care business can offer you income from your own home, with a level of support few self employed people receive.

If you have any questions or require further information please do not hesitate to call me.

Kind Regards,

Jane Isenhood

FDC Director



FAMILY DAY CARE EDUCATOR SELECTION CRITERIA

ESSENTIAL:

Northern Rivers Family Day Care is a high quality service rated as EXCEEDING national quality standards. The following attributes are our selection criteria for FDC Educator applicants. They are also our on-going performance criteria for continuing registration with Northern Rivers Family Day Care.

1. Be at least 19 years of age.
2. Completed a Certificate III in childcare, or be enrolled and actively working towards completion. A maximum 12 months will be allowed for completion once registered.
3. Provide written approval from your landlord if wishing to work from a rented place of residence.
4. Prior experience caring for young children.
5. Be capable of continuously providing a safe and hygienic childcare environment which complies with the Education & Care Services National Law and Regulations as well as our service policies and procedures.
6. Possess a character suited to the provision of Family Day Care to families. Essential qualities include gentleness, patience, being responsive to children's needs, well organised, good verbal communication, good conflict resolution skills, professionalism, a commitment to further training and improvement.
7. Demonstrable ability to provide a FDC service which is not judgemental or critical of families, and is respectful of diverse social and cultural backgrounds.
8. Demonstrable ability to plan & provide age appropriate activities in a nurturing and encouraging environment that fosters and enhances the physical, emotional, social, creative and intellectual development of individual children (an understanding of child development is implied here).
9. Possess good writing and numeracy skills (including basic book keeping techniques).
10. Be willing to care for at least 3 children (plus own children), as a general guide be willing to work 4 days per week minimum, 9 hours p/d.
11. Hold current approved First Aid, Emergency Asthma and Anaphylaxis Management, and CPR certificates.
12. Be a fit and proper person to provide unsupervised childcare, including Working With Children Check clearance. You and any other adults living at the premises are required to apply for a WWCC or provide us with your approval number for verification – see www.newcheck.kids.gov.au.
13. Be physically, psychologically and medically fit to care for young children. This includes the ability to lift and carry children & equipment, crouch & sit at child level, and manage stress. A medical assessment of suitability is required prior to commencement.
14. An initial 12 month commitment to provide childcare after registration (including a 6 month probation).
15. Satisfactorily complete all pre-registration training, attend work experience placements with experienced Educator Mentors and Playgroups, and participate in annual in-service sessions as required.
16. Cooperate with regular, unannounced visits by staff to monitor childcare and service delivery.

DESIRABLE:

1. Hold a qualification (Diploma or Degree) in Early Childhood Studies (proof required).
2. Previous Family Day Care, Home Based or Centre based work experience (references required).
3. Willingness to work non-standard hours and days.



FAMILY DAY CARE EDUCATOR APPLICATION INFORMATION

ABOUT US:

Northern Rivers Children’s Services Limited is an independent non-profit company managed by a voluntary Board of Directors. NRCS Ltd has approximately 60 regular employees and over 220 Educators providing Family Day Care in the local government areas of Lismore, Ballina, Richmond Valley, Kyogle, Byron, Tweed, and Gold Coast. Two Coordination offices are operated to oversee one of the largest FDC services in Australia. The Company also operates a long day care centre in Nimbin, occasional care centre in Lismore, numerous OSHC services in local public schools, playgroup venues, In Home Care service, and the ‘Ready, Set, Go’ child development & parent support programme.

Northern Rivers Family Day Care (NRFDC) is partly funded by the Commonwealth Department of Education, and is licensed by the NSW Department of Education. Registered Educators must abide by the National Education and Care Services Regulations and Law, plus NRFDC service policies and procedures.

NRFDC has a long history of achieving High Quality Accreditation. We are one of the few FDC services in Australia rated as **EXCEEDING** National Quality Standards.

FAMILY DAY CARE EDUCATORS:

FDC Educators are **self-employed independent contractors**. They do not receive any paid leave and other employee benefits. Educators pay their own income tax, and may claim a range of business tax deductions. The contractual relationships in Family Day Care have been determined by the Commonwealth Government as the funding body.



We endeavour to balance Educator numbers with demand for childcare so that Educators have few vacancies. We actively promote FDC via advertising (print, TV and Radio), internet and displays. **We cannot guarantee to fill all vacancies.** As an independent contractor, each educator should also be actively promoting and improving the service.

Educators have some flexibility regarding the days and hours they are available for FDC customers. However, limiting availability has a major impact on how quickly vacancies can be filled. Furthermore, there is a point at which reduced days/hours of operation make it economically unviable for NRFDC to support an educator to our high standard. As general guide, we require educators to operate at least four days per week, and for nine hours each day. Other pertinent factors include how isolated the FDC residence is, whether there will be a stable job-share arrangement, prior childcare experience and qualifications of the educator(s), availability of relief educators, number of educators already in the area, and local demand for FDC.

An alternative to becoming a Family Day Care Educator (working from your own home) is to become an In Home Educator (caring for children in their home); or a FDC Relief Educator (working in the registered homes of FDC Educators when they are ill or on holiday); or as a permanent non-resident FDC Educator (‘job-sharing’ in the registered home of a FDC Educator). If you are interested in any of these alternatives, please call the Family Day Care office for an information/application package.

APPLICANT REQUIREMENTS:

- Submit a resume and completed application form which will be assessed according to our selection criteria. Information requested about family members of prospective Family Day Care Educators relates to Regulations and policies concerning children's contacts with other people during the course of their childcare.
- Following assessment of your application you may receive a phone call to arrange a visit to your home to assess the proposed childcare area, equipment and any other health & safety requirements. Unsuccessful applicants will be notified in writing. FDC can be conducted in the entire home, or a section such as downstairs. The general requirements include (see Selection Criteria for more details);
 - A fully fenced (unscaleable, minimum 1.2m height) outdoor area with locked (childproof) gates.
 - Barriers and handrails around all stairs and any balconies over 50cm above ground level.
 - Smoke detectors, approved fire extinguisher, fire blanket & first aid kit. (size requirements apply)
 - Adequate indoor space for playing, eating and sleeping children (3.25 sqm play space per child).
 - Adequate and safe outdoor play space free from any hazards with shade (7 sqm per child).
 - A range of children's toys, resources, and equipment (to be increased over time).
 - Clean, safe and hygienic toilet, hand washing, nappy change, laundry and kitchen facilities.
- Attend a formal interview and respond to questions related to the application & selection criteria.
- Complete our Educator training workshops (free of charge).
- Participate in our mentor program.
- Purchase FDC Public Liability Insurance.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Prior employment checks, including relevant employment proceedings, will be conducted on successful applicants.

It is important that applicants are aware of any criminal history of adults living in their home. If in doubt, it is recommended that a Police Criminal Record check be undertaken prior to making an application.

HOW WE SUPPORT OUR FDC EDUCATORS:

As a registered Educator with Northern Rivers FDC you will receive the following services free of charge:

- All necessary information and guidance on how to provide a quality FDC care service.
- Regular visits from your assigned Coordinator who is qualified to assist you with all aspects of the care and education of young children.
- Email and SMS reminders of all required compliance documents, certifications and the like.
- Newsletters, forms, policies, procedures and information to assist you.
- Professional playgroup sessions. Transportation by service buses will be provided for Educators without suitable vehicles.
- Assistance with planning excursions, including site visits, risk assessments, transport etc.
- Interesting and essential training seminars throughout the year.
- Access to interest free loan to assist you in the purchase of essential toys & equipment.
- Processing of weekly attendance records and electronic bank deposit of Government childcare subsidies.
- Regular consultation about any vacancies you may have, and referral of suitable families needing care. You will have a choice which children you accept (however, decisions made on the grounds of race, religion, sexual orientation, marital or social status are not accepted).
- Promotion and advertising of family day care in your local community and beyond.
- Access to an extensive range of toys and resources from our free toy library.

Thank you for your interest in becoming a FDC Educator. Our 220 plus Educators will agree that FDC is a professional, flexible and highly rewarding early childhood education and care career option. For further information please call the Coordination Office closest to you and ask to speak to a FDC Director or Coordinator.

NRCS Limited | www.nrcs.org.au | ABN 47 209 262 418

PO Box 521 | 150 Laurel Ave LISMORE NSW 2480 | Ph 02 6621 6437 | Fax 02 66224226 | lismore.director@nrcs.org.au
PO Box 512 | 4 Park St TWEED HEADS NSW 2485 | Ph 07 5536 1865 | Fax 07 5536 8069 | tweed.director@nrcs.org.au



Initial Training Schedule for Trainee FDC Educators

Session 1

Regulations, National Quality Standards & Child Protection –

This session:

- Discusses the structure of Family Day Care, and identifies components of the 'National Education and Care Services Regulations' which directly concern educators.
- Identifies & discusses relevant sections of the Regulations for providing quality care in regard to safety, hygiene, programming and adopting routines
- Identifies the components of FDC National Quality Standards
- Gives a brief introductory workshop to ensure FDC Educators are aware of their Mandatory Reporting obligations.

Session 2

Understand Family Day Care as a Professional Service - (part 1)

This session:

- Discusses the impacts of, and explores management strategies for conducting a small business from home.
- Discusses the co-ordination unit's procedure for childcare placement and the initial interview process.
- Identifies the need for, and what to include in an interview business book.
- Discusses ethical issues in FDC

Initial Interview, Settling Children & Partnerships with Parents (part 2)

This session:

- Identifies the needs of children settling into FDC and the effects of settling new children on your existing program.
- Provides strategies for assisting children & their parents with the transition from home into care
- Identifies the need for a partnership with parents and discusses strategies for building and retaining that partnership

Session 3

Administration

This session:

- Outlines the structure of Child Care Benefit (CCB) and Child Care Rebate (CCR)
- Gives a basic knowledge of the Scheme's fees & related policies
- Discusses how to fill in Attendance Records & related policy
- Gives an understanding of the absences from childcare procedure, and introduces important FDC forms
- Discusses policy relating to child custody and contact in FDC
- Outlines FDC Coordinator visit reporting procedures
- Discusses educator Public Liability Insurance

Session 4

Safety, Health & Hygiene

This session:

- Gives an understanding of what is meant by THE DUTY OF CARE for Educators and the co-ordination unit
- Discusses the need for the FDC environment to be safe, hygienic & healthy.
- Identifies ways to minimize hazards in the FDC setting.
- Discusses WH&S Legislation and how it applies to FDC.
- Identifies poor H&S practices that can lead to legal problems & discusses procedures to minimize them.

Session 5

Child Development

This session:

- Discusses child development and its relevance to the FDC and IHC environment.
- Identifies the stages in children's development through developmental indicators.
- Explores the importance of including routines into the program
- Explores why play and experiences are important to a child's development.
- Identifies the stages of play.

Session 6

Food and Communication

This session:

- Gives an introduction to the causes of food spoilage and why it is important to store, prepare and handle food safely within the FDC service.
- Explores the basic nutritional needs of children when they are in care, and looks at appropriate food to bring into the FDC service.
- Identifies the difference between food allergy and food intolerance and the foods that may cause reactions.

Session 7

Guiding Behaviour

This session:

- Assists educators to identify the why, what and when of children's behaviour.
- Identifies and discusses common child behaviour issues and teaches strategies in behaviour guidance.
- Shows educators how they can achieve positive outcomes through interactions, age appropriate programming and consideration to their child care environment.

Session 8

Play

This session:

- Will provide information on play experiences and activities which are suitable for different ages and stages of children's development.
- Will give a visual display to demonstrate effective techniques for setting up play spaces in Family Day Care homes and there will be opportunities to learn "hands on" how to make play a variety of resources e.g. play dough.

Session 9

Play – Making Resources

Now it's "Your Turn" Educators are provided with the opportunity to make story props, games, homemade items, ideas on how to use natural materials etc, all this being free of charge

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FAMILY DAY CARE EDUCATOR APPLICATION FORM

(Caring for children from a place of permanent residence or approved venue as an Independent Contractor)

Section 1 – Your Details

| | | | |
|---|--|---|-------------------------------|
| Surname | | | |
| First name | | | |
| Former name (if applicable) | | | |
| Date of birth | | <input type="checkbox"/> Female | <input type="checkbox"/> Male |
| Residential Address | | | Postcode: |
| | | | |
| Are you the owner or renting this property? | | | |
| Postal Address | | | |
| Phone number | | Mobile: | |
| Email address | | | |
| Town & country of birth | | | |
| Aboriginal: Torres Strait Islander? | | | |
| Ethnicity? | | Immunised? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Section 2 – Your Partner's Details

| | | | |
|--|--|------------|--|
| Surname | | | |
| First name | | | |
| Date of birth | | Ethnicity? | |
| Work/ Study place & location | | | |
| Occupation | | Hours home | |
| Phone number | | Mobile | |
| Town & country of birth | | | |
| Are there any health issues relating to your partner? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Details: | | | |

Section 3 – Details Of Children Living At Home

| Full name | Sex | DOB | Hours home | School attending | Immunised? |
|-----------|-----|-----|------------|------------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Are there any health issues relating to your children? Yes No

Details:

Educators cannot work on the same day that their child is receiving a session of FDC elsewhere.

Section 4 – Details Of Other Adults In The Home

| | | | |
|-----------|-----|---------------------|---------------|
| Full Name | Age | Relationship to you | Hours at home |
| | | | |
| | | | |

Are you involved in your local community?

Yes No

Details:

Have you ever been charged with theft or fraud, or been declared bankrupt?

Yes No

Details:

Does anyone in your household smoke (including yourself)?

Yes No

Details:

How did you find out about Family Day Care?

Have children in care

Letterbox flier

Website

Newspaper

Friend is an Educator

Radio

Banner

Other

Section 9 - Questions

Please explain why you wish to become a Family Day Care Educator.

What do the members of your household think about you becoming a Family Day Care Educator?

What major changes do you think you will have to make to your home environment?

What personal qualities & skills do you feel you have that is relevant to Family Day Care?

What experience have you had in caring for other people's children?

How do you communicate with children in a positive way which aids their development?

Please explain what you know about how children learn and develop?

Briefly list the types of activities & experiences you would provide to children in care.

What behaviour guidance strategies would you use in childcare?

Section 10 - Availability

What days of the week and hours each day would you prefer to work in Family Day Care?

| <i>Min 4 days x 9 hrs p/d required</i> | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|--|-----|------|-----|-------|-----|-----|-----|
| Start | | | | | | | |
| Finish | | | | | | | |

Please indicate the ages of children you are willing to provide care for. N.B. The majority of children requiring care are 2 yrs & under.

0 -12 months 1 - 2 years 2 - 3 years 4 – 5years 6 – 13 years

Section 11 - Referee Details

Please list the details of three referees who can be contacted to provide either employment or character references. (Not a relative)

| Name | Phone | Occupation | Relationship to you |
|------|-------|------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Section 12 - Declaration

I (name) _____ declare that the above information is correct.

Signature _____ Date _____

Please attach a copy of your resume and any current certificates (e.g. First Aid, CPR). The information you have submitted on this application is strictly confidential. Only staff involved in the recruitment process has access to this form. Unsuccessful applications will be destroyed.

Office Use Only

Date Received: _____ By: _____ Date Contacted: _____

By: _____ Comments: _____