

Becoming an Educator



Your guide to starting a
new business with





WELCOME

Thank you for your interest in becoming an Educator with NQ Family Day Care. Operating your own Family Day Care business provides you with a wonderful opportunity to work from home, choose the hours and days you work and provides you a great income.

Our Educators are often mothers caring for their own children, dads, grandparents and people who are passionate about quality early childhood education and care.

If you are passionate about children and best outcomes, Family Day Care will be a wonderful home-based business opportunity. Our experienced and qualified team are available to answer any questions you have and support you to operate a successful Family Day Care business.

At NQ Family Day Care, we pride ourselves on the individual personalised support we provide to our Educators. We will take the time to secure a strong relationship with you from our first communications, setting you up for success.

We warmly welcome you to NQ Family Day Care and look forward to meeting you and discussing the next step.

WHAT IS FAMILY DAYCARE?

Family Day Care provides nurturing flexible early education and care for children aged from birth to 12 years and is operated by a registered Educator in their own home. Care is personalised, flexible and unique for children with care able to be offered for extended hours, evenings, overnights and weekends if an Educator chooses. Many families prefer Family Day Care services for this reason and value having a dedicated Educator working with a small number of children delivering a higher standard of education and care.

Attending a Family Day Care service helps children to develop a sense of belonging and to feel confident in their environment building secure attachments with the Educator and other children.

Family Day Care services operate under the same framework as centre-based care.

NQ Family Day Care is licensed under the Education and Care Services National Regulations. We are required to comply with the National Quality Framework. Funding is available to families through the Child Care Subsidy Fund (CCS).

Role of the Educator

Family Day Care Educators are adults mentored and monitored by a Family Day Care service and supported to deliver high quality education and care in their own homes. Educators value positive relationships with children, families, other Educators and the coordination team. Educators are passionate about providing professional education and care for children and possess an ongoing commitment to their own professional development. Educators see the role of an Educator as a career choice and have a commitment to longevity of service.



Family Day Care is a great opportunity to get back into the workforce whilst providing education and care for your own children.

WHAT IS A FAMILY DAY CARE EDUCATOR?

Educators are dedicated and reliable and they are willing to take on new challenges and learn new skills. Educators need to be able to adapt to different cultures and lifestyles and be motivated, dealing with children with empathy, caring and warmth.

Educators need to be over 18 years of age and able to provide or acquire:

- Certificate III or Diploma of Early Education and Care
- Positive Blue Card. All adult occupants and regular visitors require a current Blue Card too.
- Senior First Aid Certificate, including Asthma and Anaphylaxis management and CPR
- Criminal History Check
- Doctors clearance relating to physical and mental wellbeing
- ABN number and PRODA number
- Suitable care environment
- Maintain a safe and hygienic Family Day Care environment, play equipment and all equipment used for Family Day Care
- Comply with all Family Day Care Policies and Procedures
- Comply with all relevant ATO and record keeping requirements.
- Child protection training, SIDS & Kids training, and Food Handling Training can be completed via our office at no charge.
- Basic computer skills and a printer.

Your Responsibilities as an Educator

- Effective supervision of children in your care.
- Providing a safe clean environment using resources and equipment in good condition.
- Planning and implementing developmentally appropriate learning for children.
- Documenting children's learning.
- Providing a suitable place for children to rest.
- Communication with families, developing partnerships and providing information about the child's day.
- Interact positively with children always being respectful.
- Comply with Early Education & Care Services National Regulations and FDC Service Policy & Procedures.
- Commit to ongoing professional development.
- Maintain confidentiality.
- Work collaboratively as part of a team.

Licensing

Family Day Care Educators are sole traders, you must have your own ABN number at commencement of care. New Educators are provided a probationary period of six months and during that time Educators will be supported and guided with their practices. At the end of the probationary period NQ Family Day Care will meet with the Educator to discuss and reflect on the Educator's service with a view to granting a twelve month Certificate of Engagement. The purpose of the re-engagement is to ensure that your home complies with the regulatory requirements and that your performance continues to meet expectations.

WHY BECOME A FAMILY DAY CARE EDUCATOR WITH NQ FAMILY DAY CARE?

You can care for your own children while caring for other children and receive the satisfaction of supporting all children's learning, development, well-being, and social interactions whilst running your own business and building your career.

- Work the days and hours you wish, flexibility around your family's needs.
- Make friends.
- Tailored support including:
 - (i) Support in completing your Certificate III or Diploma in Early Education and Care.
 - (ii) Support setting up your environment.
 - (iii) Resources and equipment available for loan, eg, outdoor play equipment, blocks, home corner resources, bikes, car seats, children's beds, prams, cots, science, and exploration resources etc.
 - (iv) Administrative support.
 - (v) Child placements.
 - (vi) Orientation training, advice, and assistance.
- Free play sessions and Intergenerational programs. We also run a Forest School program and a fortnightly music program. The Forest School and music programs are at an additional cost to families.
- Documentation is completed on-line via the Story Park App.
- Regular training and professional development opportunities.
- Advice and support on managing a Family Day Care business including compliance, family interviews, administration, fee calculations and support relating to children's learning and development including guidance on recording and monitoring children's development and progress.
- Support and assistance with practices, experiences and everyday routines that encourage each child's development, learning and wellbeing.
- The Co-ordination team have all been Educators themselves with NQ Family Day Care and can provide you with hands on advice.
- Mentor support with an established Educator in the service is available for new Educators.
- Weekly payment of CCS Subsidy payment.

We will provide you with digital and paper copies of:

Print Version	Digital Version
National Quality Standards	Regulations/Act
Belonging Being Becoming	Service policies & Procedures
My Time Our Place	Child Care Subsidy Handbook
Staying Healthy in Childcare	



Educator requirements


What we are looking for in an Educator

We believe that to continue to provide quality services we must attract and retain intrinsically motivated people with a 'can-do' attitude.

We are keen to recruit Educators with the following qualities:

- A genuine interest and enthusiasm for engaging children in learning and helping them feel nurtured and valued. Educators should hold a high expectation for children's achievement and learning and view all children as competent and capable.
- An advocate for children and families. Educators need to be reflective in their practice, their environment and curriculum decision making to ensure best outcomes for children.
- Commitment to and value of professional development and be an active participant in their own learning. Educators should be resilient and view change as an opportunity for personal and professional growth.
- Physically and psychologically resilient to the demands of providing care for children in a home-based environment.
- Be respectful of diversity, honouring the histories, cultures, languages, traditions, child rearing practices and lifestyle choices of families.
- Value Family Day Care as an education and care option and represent Family Day Care positively to families of children in care and to the broader community.

NQ Family Day Care further supports Educators by

- Providing clear guidelines, expectations and obligations of Educators.
 - Providing thorough induction and training prior to commencement.
 - Providing training around regulations, standards, child protection, risk assessment and child development.
 - Providing referrals of care to Educators and promotion of Family Day Care within the community.
 - 24 hour phone access to support Educators
 - Weekly visits to support transitioning into service, addressing needs of Educators and children.
 - Access of Inclusion Support services for children with identified needs.
 - Bus transport available to Educators who do not have a vehicle to transport, this is provided on rotational bookings.
- 

operating an 'FDC' business

Becoming an Educator with NQ Family Day Care is a fantastic opportunity to start your business whilst receiving guidance and support from an experienced team.

Opening hours

Family Day Care Educators are Sole Contractors and are self-employed. You determine the days and hours you operate and are responsible for payment of your own tax and superannuation. For Family Day Care businesses, we recommend operating 8-9 hours per day for a minimum of 3 days per week. Find out what the needs of your community are and use this as a guide to decide your operating hours and days. Ask for expressions of interest and discuss with families their individual care requirements.



Marketing

Marketing ideas include:

- your own face book page.
- signage on your vehicle.
- signage at the front of your home.
- uniforms.
- brochures and flyers.
- advertising on local noticeboards.

Any advertising must be approved by our service and include our service logo and phone number.





Professionalism

Our Educators are representatives of NO Family Day Care. The way you promote your business and yourself is a reflection on the service including:

- your environment, including cleanliness and hygiene practices and the setup of your environment.
- your documentation, presentation of children's learning portfolios, communications with families, emails etc.
- The way you conduct yourself when in the community.
- The way you speak on the phone and how you handle enquiries or complaints.

Fees

You determine your own fees in collaboration with the Co-ordination team based upon your qualifications, experience, and length of operation. This is reviewed annually ensuring that you remain competitive with other service providers.

Confidentiality

As an Early Childhood Educator maintaining confidentiality is essential. You will need to be discrete and protect the confidentiality of families and children who use your service being mindful of conversations and storage of documentation.

What technology will I need?

You will need to have a working phone with reliable coverage for communications to and from families, emergency services and the coordination team always. You will need a computer, a printer and a scanner with reliable internet access and email facilities.



Swimming pools

You can care from a home with a swimming pool provided the pool fence meets the Australian Standards, there is nothing within 90cm either side of the pool fence to allow children entry, the gate is self-closing and lockable with a key and a CPR resuscitation poster is displayed. The swimming pool will be included on your home risk assessment.

Pets

Educators pets are to be kept separate to and apart from children. This can be achieved by keeping pets in a separate area and putting shade cloth over the fence to stop noses protruding through gaps in the fence. All areas of the residence must be kept free of animal droppings, animal hair, bones, water and feeding containers.



Estimated Costs of start up:

Full first Aid Certificate	
HLTAID 004	\$ 120.00
First aid Kit for your home & car	\$ 100.00
Blue Card Application	\$ 92.00
Criminal History Check	\$ 50.00
Public Liability Insurance (pay by quarterly instalments)	\$470.00
Fire Blanket	\$ 40.00
Resources & equipment	varies

Policies and Procedures

NO Family Day Care have developed policies and procedures that reflect the law and the National Education and Care Regulations. They also provide details about health, safety, wellbeing, roles and responsibilities. During your induction process we will discuss the service policies and procedures to ensure you understand your obligations. Policies and procedures are reviewed annually and we welcome input from Educators and families.





As a small business owner you will be responsible for every aspect of your business



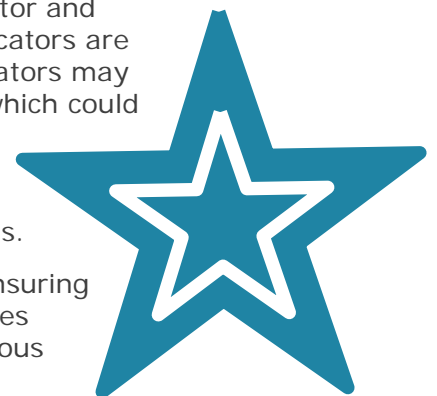
family day care & your family

Your family will play an important role in welcoming children and families into their home and positive relationships with the children and parents entering your home will help everyone feel welcome. The way that your family interacts with your clients will have an impact on attracting and retaining care.

Your partner, or any adults over the age of 18 years of age will be required to have a current Blue Card and are able to be present during your hours of operation. If you have your own children who will be in your care they will be included in your child/adult ratio.

It is important to discuss your new business with your family before commencement. We have compiled a list of suggested points:

- Discuss how your family feel about you operating a business from home. Consider how they can make children and families feel welcome.
- Ensure that they understand that you will be working from home and you will have operating hours, and you will be working with children during that time. When you have children in care you are responsible for those children.
- Help your family understand and respect your role as an Educator and explain the policies and procedures that must be followed. Educators are hands on and choose the hours they operate. Sometimes Educators may work long hours and will look to family members for support, which could mean they need to help more with chores. There will be times that you need to discuss sensitive or confidential information with families at arrival or collection and your own family may need to leave you to have those kinds of discussions.
- Your family can help you keep your environment hazard free ensuring sheds and pool gates are locked, chemicals and cleaning supplies are secured and out of reach and anything that may be dangerous is locked away.



- All children and families in your care must be treated with respect and equality by all members of your family and we would encourage your family to interact positively with the children in your care ensuring opportunities for privacy are provided for toileting and nappy changing and that they understand it is your responsibility to always supervise children in care.
- What changes you may need to make to run a Family Day Care business in your home. Consider your children's sporting commitments, groceries, doctors/dentists visits, appointments at your children's schools etc.
- School drop offs and collections for your own children. Are you able to walk, do you have a vehicle large enough to transport your children and your day care children? Does your vehicle have enough anchor points for car seats?
- Do you have a place for children to sleep or rest? Will it be necessary to share a bathroom with your day care children or will they have access to a separate bathroom:
- How will you ensure your family are able to have their own privacy respected? Are bedroom doors able to be secured to prevent entry?
- Will your children's resources be used for day care children or will they be off limits?
- Consider how you can maintain a good work/life balance when working from home.
- Consider the hazards in your environment and how you will keep children safe.
- If you have animals, are they able to be kept separate to and apart from children?



RESOURCES AND EQUIPMENT

To operate a successful Family Day Care Service your physical environment needs to include resources, toys and play equipment to meet the developmental needs of each child, to stimulate children's curiosity and interest, to support and enrich your program of experiences and to promote children's learning.

Toys must be in good repair. Everything you provide for children must be non-toxic and washable. Always check toys and equipment regularly for wear and tear and discard or replace broken items.

BASIC PLAY EQUIPMENT

Sand and water play:

Sandpit or container to hold sand large enough for 4 children. Spades, scoops, funnels and a variety of containers and bottles to encourage tipping and pouring. Water containers, scoops, floating objects, bottles and lids.

Dramatic Play

Dolls – washable and suitable for dressing, dolls clothes, blankets and wraps, kitchen and other household utensils, tool sets, dress ups, hats, capes, bags, shoes, jewellery, cardboard boxes, blankets for cubbies.

Block Play

Set of blocks suitable for several children to play with at the same time

Manipulative play

Play-dough (made easily at home), cutters, lids and other interesting objects for pressing and rolling dough, threading materials such as large beads or cotton reels, stacking and nesting toys. Assortment of objects for sorting, eg. beads, buttons, shells. Puzzles

Music

Musical instruments, eg. shakers, bells, tapping sticks.

Books

A selection of books suitable for all ages of children to use including board books for babies.

Outside Play

Variety of different sized balls, bikes, scoot-alongs, push-pull toys, dolls prams, boxes or large blocks for construction, natural resources such as leaves, nuts, stones and shells.

Art and craft

Scissors, drawing materials including crayons, pencils, textas, glue, brushes, collage materials, patty pans, leaves and sticks. Paint and paint brushes.

Child size furniture

As well as the items listed that encourage children's play and learning, other furniture items also support the children's program. The following are recommended:

Bookshelves or storage units so children can easily access books and other play items. Shelving and storage units should be secured to the wall to prevent shelving toppling on children.

Table and chairs suitable for four young children to use at mealtimes and suitable for using for activities such as painting and gluing.

Soft furnishings such as cushions, mats

Remember, that not everything you purchase must be new! Take advantage of garage sales, local markets and friends and family. Let everyone know you need good quality resources. You can make a lot of equipment yourself such as scoops and funnels from bottles, blocks from milk cartons, large cardboard boxes are great for climbing in and out. The Good Guys always have fridge and washing mashing boxes available for free.

Second-hand shops can be treasure troves – you can purchase dress ups, hats, bags jewellery, pots and pans.

Look in your linen cupboard for tablecloths and pillowcases to use for dolls blankets, recycle old curtains and doona covers and sheets to use as tents and picnic blankets.



108 Collins Street, EDGE HILL, QLD, 4870
P: 07 4032 1259

E: admin@nqfdc.com.au