

# BECOMING AN EDUCATOR

with  
Five Star Family Day Care



[www.maitlandfdc.com.au](http://www.maitlandfdc.com.au)



# Content

About us	Page 2-3
Becoming an Educator	4
How will I know if my house is suitable for Family Day Care?	5
What equipment will I need?	6
What support can I expect from the coordination unit?	7
Approximate set up costs	8
On-going educator costs	9
Placement of children	9
Marketing your Family Day Care business	10
Planning and documenting for children	12
Contact Information	12



# About Us

## What is Family Day Care?

Family Day Care is an approved home-based form of childcare providing quality education and care in the Family Day Care educators own homes.

Maitland Family Day Care is a not-for-profit service that has been operating for over 35 years.

Maitland Family Day Care is run by a Community Management Committee and is marketed under "Five Star Family Day Care."

The Scheme is licensed under the "Education and Care Services National Regulations (2011)" We hold a rating of "Meeting" the National Quality Standards.

Five Star Family Day Care service is responsible for approving, supporting, training and advising our educators. We monitor the education and care provided by educators and provide advice, support and information for parents.

Our educators are independent contractors registered with Five Star Family Day Care.

Our Family Day Care services operates from a central location, in Metford NSW, which is also known as our co-ordination unit.

Family Day Care educators and our co-ordination unit work in partnership to uphold organisational values, meet legislative requirements, and comply with the National Quality Standard.

Our service is approved for Child Care Subsidy.



# Becoming an Educator

If you enjoy working with children, and want to make a difference in their lives by providing quality care and learning experiences from your own nurturing home environment, then Family Day Care is for you.

## **A flexible and rewarding career ... at home!**

Combine your passion for children with the opportunity to create a financially rewarding, professional home-based career as an early childhood educator.

While several models of employment exist within Family Day Care, in most cases you will enjoy the flexibility of running your own business with the support and guidance of our co-ordination unit. Based on the demand in your area, you can determine your hours of work and your fees and charges.

You will also develop tailored educational programs for your children based on their individual developmental needs, interests and experiences.

## **An exciting change from centre-based employment**

If you are an early childhood professional working in a centre based environment, you may enjoy the freedom and flexibility offered by Family Day Care to shape your career and your learning environment

## **A new career**

With a commitment to training and professional development, family day care can offer you the opportunity to start a rewarding new career with the flexibility to adapt to the changing needs of your own family.



# Becoming an Educator

## Family Day Care as a growing profession

With the changing and ever-increasing childcare needs of Australian working families, Family Day Care services have never been in such demand. Furthermore, with Family Day Care's inclusion under the National Quality Framework and a growing awareness of the many unique benefits of the service, family day care is fast becoming the option of choice in early childhood education and care.

### Did you know that across Australia;

- Family Day Care has operated for over 40 years.
- Over 107,670 children are enrolled in FDC with 32.6% in NSW
- There are 11,364 registered educators in FDC with 32.6% in NSW
- There are over 500 Family Day Care approved service.
- Family Day Care is the major provider of regulated, flexible, non-standard hours childcare.



# Getting Started

Starting an exciting new career as a Family Day Care educator begins with a phone call to our co-ordination unit on 49345716.

Our Family Day Care educators work in partnership with our co-ordination unit as a team. We ask our educators to commit to at least 3 days of care per week.

Our co-ordination unit staff supports, monitors, trains and offers guidance to our family day care educators to ensure that the children receive high quality education and care in a nurturing home environment.

We work together to ensure we meet legislation requirements, National standards and the Early Years Learning Framework (EYLF).

What Qualifications and professional requirements do I need?

- Certificate III in Children's Services
- Current first aid and CPR certificates and training in the emergency management of asthma and anaphylaxis
- Appropriate clearances for working with children
- Maintain current public liability

Good quality training and professional development is crucial to increase knowledge and skills.

Five Star Family Day Care provides a variety of mandatory and professional development training for our educators.

We hold free training in house and have access to different training sessions within our community at affordable prices. Our hands on training nights are also popular.

Our co-ordination staff are highly trained to assist in your professional development needs.



# How will I know if my home is suitable for Family Day Care

## Creating your educational environment

As a Family Day Care educator, you will need to be able to provide a safe and educational learning environment.

Our new educator co-ordinator will do an initial assessment of your property and advise of any minor changes that may be required.

If you live in a rental property you will need to advise your landlord of your intent to operate a Family Day Care service and gain approval.

Things we would looking at during an initial home inspection are –

- Fencing and gating of outdoor play areas.
- Any low glass ( windows under 1metre must be safety glass or fitted with safety film)
- Amount of space available both inside and outside keeping in mind rest areas and play areas
- Retaining walls
- Steps & stairs
- Options for family pets being inaccessible to the children
- Identifying any dangerous or poisonous plants or vegetation.
- Amount of shade outside



# What equipment will I need?

As you will be caring for children of a variety of ages you will need equipment for all stages of development.

Consider organising your play space into play / learning areas

- An area for sand and water play.
- Construction area – any items to build with,
- empty boxes are great.
- Pretend play area – kitchen, dress –ups, office, shop etc....
- A variety of art / craft materials
- Music area – instruments, music playing
- A quiet area for children to rest and relax
- Equipment that represents a variety of cultures
- Sustainable practices such as a vegetable garden or worm farm

Places like Kmart, E-bay, Gumtree, have quality educational toys at reasonable prices. Your local library may also offer a toy library as well as lending children's books.

Five Star Family Day Care offer educators story suitcases to borrow to assist in engaging children with different resources.





# What support can I expect from the Co-ordination Unit?

Co-ordination unit staff have either Early Childhood, Management or Administration qualifications or experience. They are the link between families who are seeking care, and educators who are registered to provide the care. Our co-ordination staff work in partnership with educators as a team.

Ways in which support is given:

- New educators are visited fortnightly for the first 2-3 months.
- After 2-3 months new educators transition to 5 weekly visits
- Ongoing professional training
- 24 hour emergency on call service available to educators
- We provide all necessary forms
- Marketing Resources such as logo creations, advertising designs customised to your service
- Phone and email support
- Harmony Software for attendance records and CCS
- Fee Collection from families
- Linking families with support agencies as required



# Approximate Set Up Costs

**Public Liability Insurance** - Approximately \$550 per annum – monthly payments available.

**First – Aid / Asthma / Anaphylaxis Training** – Approximately \$130

**Criminal Record Check** - \$52 per household member over 18 years.

**Working with Children Check** - \$80 per educator, free for adult household members over 18 years.

**I-pad, tablet, laptop or desktop** which is accessible to the families

**First–Aid Kit** – various prices

**Fire Extinguisher / Fire Blanket installation and check** – as per quote

**RCD installation and or check** – as per quote

**Child car restraint check** – as per quote (if transporting children)

**Medical Certificate** – as per own G.P.

**Red Nose Sleep and Rest Training** – Red Nose's Safe Sleep Basics for Early Childhood Educators (Introductory Course) Approx. \$38.50.

**Children's toys and equipment** – costs vary



# On-going educator costs

**Educator Administration Levy** - \$15.00 per week

**Annual testing of fire equipment** – as per quote

**Public Liability Insurance** - Approximately \$550 per annum

**Child car restraint check due yearly** - as per quote

**First Aid / Asthma / Anaphylaxis training every 3 years** – as per quote

**CPR annually** – as per quote

**Maintaining the standard of toys & equipment** – cost varies



# Placement of Children

The maximum number of children approved to be in care at any one time is 7 children under 13 years of age with no more than 4 of these being under school age. These numbers include the educators own children unless they are in the direct supervision of another adult.

Families have a variety of childcare needs. Some require weeknight, weekends and overnight care. Others require care through the day or a combination of both. Some families need before and after school or vacation care for their school aged children.

Families use our website to access childcare. This is where our educators display their vacancies. You can access the vacancy page on our website - [www.maitlandfdc.com.au](http://www.maitlandfdc.com.au)

Once a family has secured a place within your FDC service the families then enrol online through our website.



# Marketing your family day care business

There are a lot of factors that influence the effectiveness of your marketing however, planning, execution and timing are always crucial.

Your marketing will be most effective when educators and co-ordination units work together to integrate their efforts. In doing so you will be able to deliver co-ordinated and consistent messages and hopefully leverage the inputs you each make into marketing for greater impact.

The co-ordination unit will usually field enquiries about Family Day Care and will match family needs with vacancies that are listed on the Five Star Family Day Care website, families may then contact you for an interview.

Family Day Care Australia provides support to educators and Family Day Care service members in marketing and promoting their service.

Here are a few ways to promote your Family Day Care business:

- Advertising at cafes, shopping centres, schools, local child health clinics, libraries, kindergarten and schools
- Brochures
- Business Cards
- Online - Social networking and online classifieds sites
- Word of mouth
- Branding consistency
- When advertising your Family Day Care business, you need to indicate that you are registered with Five Star Family Day Care.

We offer educators free marketing brochures and template flyers to assist you in your marketing of your service.



# Planning and Documenting for Children

As Family Day Care educators there is a requirement to document, assess, plan and evaluate children's learning.

Training and support will be given to ensure you meet the necessary requirements in regard to meeting the Early Years Learning Framework.

## Contact Us

Five Star Family Day Care

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[www.maitlandfdc.com.au](http://www.maitlandfdc.com.au)

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# Notes