



Nature Alliance Family Day Care Service

Information for Registration



Information for Registration with Nature Alliance Family Day Care Service

What is Family Day Care?

Family Day Care is a child care service that is provided in the Educators family home or approved venue. Both the Educator and the premises will be assessed in accordance with the National Educational and Care Regulations and the National Quality Standards and will have met all requirements to be a part of Nature Alliance Family Day Care Service.

Educators are small business owners and are responsible for their own business, financial, taxation and marketing requirements. It is strongly recommended that you work with an accountant to ensure that you get the most from your business.

Impact of Family Day Care on your own family?

Operating a Family Day Care business will have some impact on your home and your family. As a member of Nature Alliance Family Day Care Service, you are responsible for the supervision of the children in your care. This responsibility cannot be allocated to a family member.

An important consideration is the privacy of your own family members and how you will restrict children's access to these areas.

While children are in your care you must ensure that the environment both inside and outside is free from the use of tobacco, illicit drugs and alcohol.

What will Nature Alliance Family Day Care Service Offer?

We are committed to providing you with the best possible support to develop your business and enable you to operate a high-quality Family Day Care service that will meet the requirements of the National Quality Framework.

A comprehensive Orientation Package has been developed to get you started and staff will guide you through this process.

We will visit your service on a regular basis, and in between visits you will be able to contact us by phone, email or via other electronic platforms.

Face to face meetings will be held to allow educators to network and for us to present training or other information. These may also be conducted via Teams or Zoom.

Nature Alliance Family Day Care invoice and collect the Parent Gap Fees on a weekly basis. Educators are paid the full fee minus the Educator Levy from the service. This payment is made weekly in arrears.

The Harmony Platform used for processing timesheets, Safe Sleep and Child Protection courses will be made available at no cost to the educator.

Our aim is to work with you in partnership to provide the individual support that you may require.

Membership

Once all requirements have been met, Nature Alliance Family Day Care Service will offer you membership. There is an expectation that you will have clients wanting to access your service, but to ensure that Nature Alliance is also viable, we require that a minimum of 3 days be worked. After three months, a minimum levy will be charged based on 4 children in care for three ten-hour days or the equivalent thereof. This may be negotiated with the service if the educator is faced with exceptional circumstances. The minimum levy will be reviewed annually. This will be deducted from your CCS payment each fortnight.

Your business will be supported and monitored by Nature Alliance staff to ensure Service Membership Criteria, Code of Conduct, Policies and Procedures, the National Education and Care Regulations, The National Quality Standards and the Early Years Learning Framework are understood and implemented.

Nature Alliance Family Day Care Service Policies

The Nature Alliance Family Day Care Service and Operational Policies are available on our website www.naturealliancefdc.com.au

Orientation Training

To develop your business and to ensure that you have an understanding of what is required to begin your Family Day Care business we have developed an Orientation Package which complies with The National Quality Framework. This package consists of sections covering the following areas

1. Introduction to Family Day Care
2. Legal Requirements
3. Budgeting and Setting your Fee Schedule
4. Planning for Children's Learning
5. Health and safety
6. Risk Assessment and Management
7. Promoting Healthy Food and Nutrition
8. Child Car Restraints
9. Pod Casts – Enhancing Professional Conversations and Culture
10. Forms, calculating CCS
11. Applicants Skills and Knowledge Assessment

This package is available as a paper version so it can be used as a future reference. Sections are to be completed and submitted to staff at Nature Alliance for discussion and feedback. If required, face to face training will be provided. The Registration and Orientation Training is expected to be completed within three months of receiving the package, but an extension may be granted in exceptional circumstances.

Number of children to be cared for

The number of children you can have in your care at any one time is determined by the National Education and Care Regulations.

Regulations state that an Educator working in Family Day Care can care for a maximum of 7 children at any one time. No more than four (4) of the children can be preschool age or under, this includes the Educators own children aged less than 13 years of age.

The National Quality Framework

The Council of Australian Governments (COAG) has implemented a new system for Early Education and Care Services in Australia. The National Quality Framework was introduced in January 2012

The National Quality Framework consists of:

1. The Education and Care National Law
2. The Education and care National Regulations
3. The National Quality Standards
4. The Early Years Learning Framework (EYLF)

All approved Early Education and Care Services in Australia must work within the National Law and Regulations and meet the National Quality Standards.

The Educator is required to gather information and make written records and observations of children's learning and development. This will be used as evidence for the National Quality Standard and forms a part of the ongoing planning cycle for individual children.

The national body responsible for the implementation of the National Quality frameworks is the Australian Children's Education and Care Quality Authority (ACECQA). The National Law and the National Education and Care Regulations as well as other interesting and relevant information can be accessed on the ACECQA website www.acecqa.gov.au

Qualifications

The National Education and Care Regulations state that as from January 2014 an Educator must hold a minimum qualification of a Certificate III in Children's Services or be actively working towards. At the time of commencement, Nature Alliance FDC requires the Educator to hold this qualification or higher.

Possible income

As small business operators Educators are able to set their own fees. It is difficult to estimate what income and expenses and individual educator will have as each situation is different. The Educators Fee Schedule must be approved by Nature Alliance FDC prior to commencing.

It is strongly recommended that you develop a budget for your business and review this regularly, monitoring your income and expenses. If you are working with an accountant, they will be able to assist you in this area. We also have some information in the Orientation training that will assist with this.

We will provide you with a copy of "My Home My Business". This is a booklet that has been specifically written for Family Day Care Educators and offers information on budgets and fee setting.

Business name, applying for an ABN and GST

A business name is the name that someone uses when in trade. In Western Australia any person who is carrying out a business in a name other than their own is required to register that name. This enables the proprietors of a business to be identified.

An individual may trade under their own name for example, Jo Citizen but must register a business name if there is an addition to that name for example Jo Citizen Family Day Care.

Educators will need to apply for an Australian Business Number (ABN) and it is strongly recommended that you register for GST. You should discuss this with your accountant.

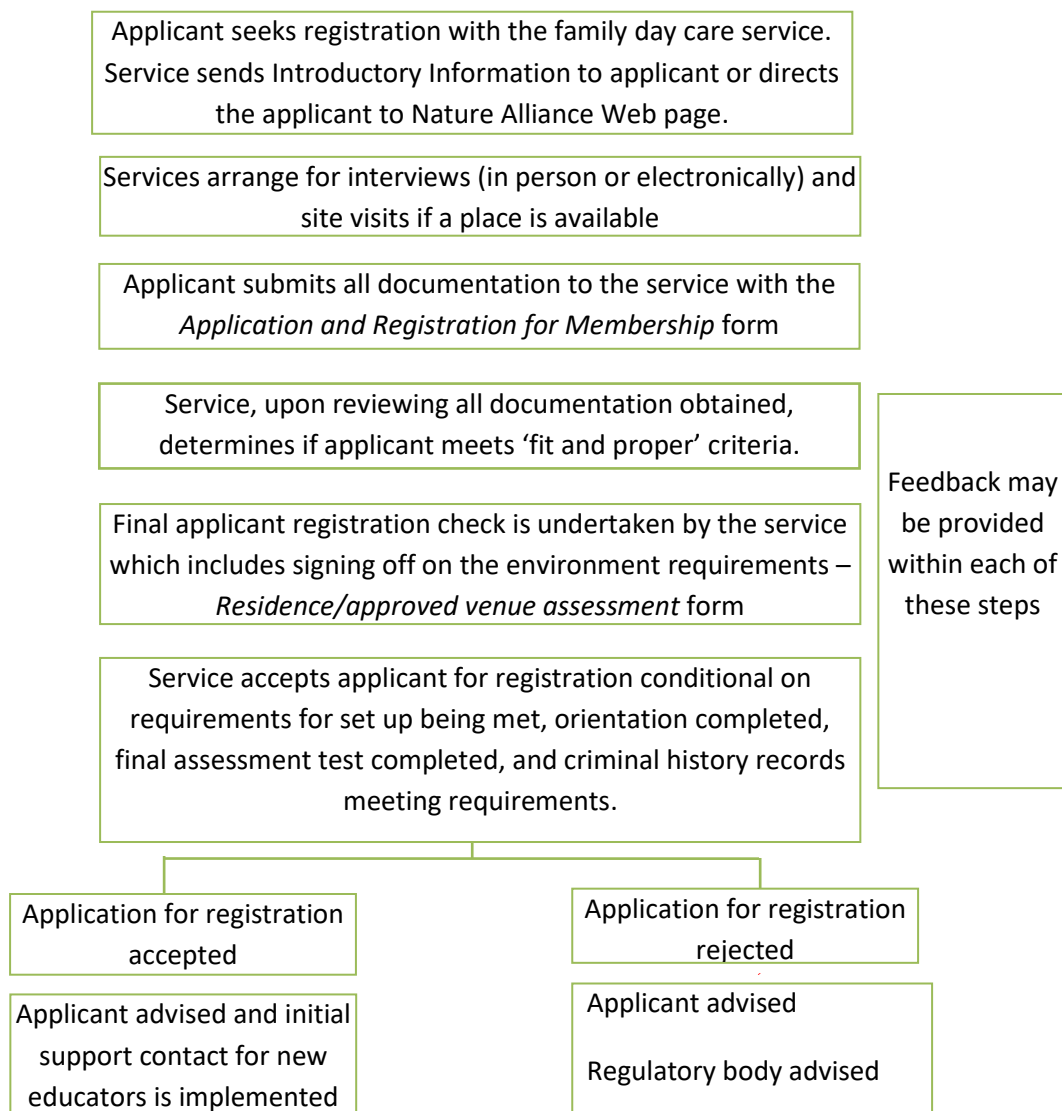
Some useful websites:

www.smallbusiness.wa.gov.au

www.ato.gov.au

The Nature Alliance Service Registration Process

The process to become an Educator with Nature Alliance Family Day Care Service is outlined below. The National Law states that an approved service is responsible for Registering a prospective Educator who is then issued with a Registration Certificate, on receipt of this certificate an applicant can apply to an approved Family Day Care Service for membership to operate a Family Day Care business.



The requirements for Registration

To be registered with Nature Alliance Family Day Care Service a prospective Educator must meet the Registration requirements as follows:

Fit and proper person

To be determined to be a fit and proper person to work with children in a Family Day Care home the prospective educator must meet the following criteria

1. Proof that they are over 18 years of age
2. Have National Police Clearance not more than 6 months old at the time of application and updated every three years
3. A statement or a statutory declaration regarding any overseas criminal history, if the person has lived or worked overseas at any time within the last 3 years.
4. Current Working with Children Card which is updated every three years
5. Complete Child Protection Training that is updated every three years

6. Complete Mandatory Reporting Training every year
7. Complete the Federal Governments Child Safety Training (this must be updated every 2 years)
8. Hold a current First Aid certificate - Provide First Aid response in an Education and Care setting and have the CPR component updated annually.
9. Hold an approved Food Safety Certificate which is updated every three years
10. Complete eight hours of Professional Development training that is over and above the mandatory required certificates.
11. Hold a current Drivers Licence (if applicable, a copy will need to be provided)
12. Provide a statutory declaration of financial capacity to demonstrate that they have the resources to operate their business
13. Provide a medical clearance if required
14. Provide the details of two referees who are not related to the applicant; these people will be contacted by Nature Alliance staff
15. Curriculum Vitae stating relevant qualifications and experience
16. Disclosure of any formal disciplinary proceedings against the applicant
17. Completion of the Nature Alliance Declaration of Disciplinary & Investigative History document.
18. Prospective Educator details will be added to the NQAITS Prohibited Person Search. The prospective Educator will be notified if a negative outcome occurs and the Registration process will not continue.
19. At the end of the Registration process the Educator details will be added to the National Early Childhood Worker Register.

Other persons over 18 years of age residing in the home

Any person over 18 years of age who resides in the family home will required to hold a Criminal Record Check (not more than 6 months old at the time of application) and a current Working with Children Card. Both these will need to be updated every three years.

Skills and Knowledge Assessment

A Skills and Knowledge Assessment must be completed as a part of the registration process this is an open book assessment and will demonstrate that you have a good working knowledge of the National Education and Care Regulations. It is required that 100% competency be achieved but the prospective educator can re sit the Assessment.

Local Authority Requirements

Each Local Government Authority requirements are different. It is essential that you contact your Local Government Authority as soon as possible to determine their requirements and fees. We will require written approval from your Local Government Authority prior to Registration being granted. If your Local Government Authority does not require any registration of your Family Day Care business a copy of an email or a letter stating this will be required.

Site and building plans

Nature Alliance requires a copy of the site and building plans for the premises. Please indicate on the plans the areas (both inside and outside of your premises) that you are proposing to use for the Family Day Care business.

Back Up Communications Device

Mobile devices are convenient but easy to lose or put down. This makes them hard to locate during an emergency when quick communication with emergency services can make a difference to survival. Every family day care educator must have a back-up communications device in a fixed location that is easily accessible and useable in the event of an emergency. The device can have a removeable handset, but the handset must always remain in the fixed location. The intent is that

Educators will always have the security of knowing that the device is there and ready to use if a mobile might be lost or mislaid during an emergency. The backup device must be capable of making phone calls to emergency services, Nature Alliance Family Day Care and/or parents accessing the service. The back-up device must permanently remain in a fixed location that can be readily accessed in an emergency and is capable of making a call to emergency services.

Rental premises

We will require written landlord approval if you are renting your premises. It is advised that you contact your landlord as soon as possible, if you require support with this, we will be available to assist and have a document available that may be useful.

Swimming Pool/Spa

As per requirements from the Education and Care Regulatory Unit, from 31 December 2020, Nature Alliance will not accept any applications for an individual to be engaged or registered as a new Family Day Care Educator if there is a swimming pool or spa on the site of the proposed Family Day Care residence.

Public Liability Insurance

As a Family Day Care operator, you are required to have Public Liability insurance to the value of \$10 million dollars which includes cover for molestation and sexual abuse.

The insurance is not required until just before your business commences and it is therefore recommended that it is one of the last requirements that you complete.

This insurance can be accessed from Family Day Care Australia www.familydaycare.com.au