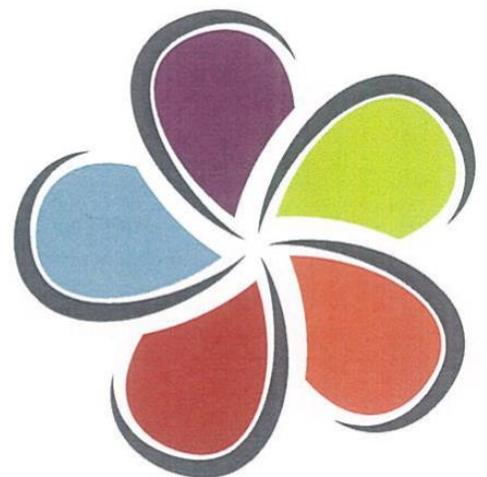


**BATHURST FAMILY DAY
CARE
PROSPECTIVE
EDUCATOR
INFORMATION BOOKLET**

BATHURST REGIONAL COUNCIL

**children's
services**



BECOME A FAMILY DAY CARE EDUCATOR

Thank you for your interest in becoming an Educator with Bathurst Family Day Care.

Family Day Care is a fantastic career working with children and having the opportunity to run your own business from home.

Becoming a Family Day Care Educator takes time and commitment. This booklet is designed to help you understand what is involved, as well as the opportunities and benefits that come with becoming an educator.

Bathurst Family Day Care is committed to providing high quality services and the support to our Educators.

We invite you to contact us with questions, or make an appointment to discuss further. We look forward to meeting you

Start a career with Bathurst Family Day Care call (02)

6333 6560

visit 34 William Street, BATHURST or

www.childcarebrc.com.au



TESTIMONIALS

Bathurst Family Day Care has provided a quality early childhood education and care service to the Bathurst Community for over 30 years.

Becoming a Family Day Care Educator is deeply rewarding work, with educators being registered with our service for over 30 years. As an educator you contribute to a child's growth and development and develop lasting bonds with their families. While also enjoying the autonomy and flexibility that comes with running your own small business at home.

Find out from some of our Educators why they choose family day care

"Becoming a Family Day Care Educator has allowed me to stay at home with my young children and support families, while creating a sustainable long-term business" - Sue Hennessy (30 years registered)

"The most rewarding part of Family Day Care was having children come to me as a baby, then to watch them grown into young individuals" Kay Beale (25 years)

"Being a Family Day Care Educator has allowed me to work from the comfort of my own home. Family Day Care is a flexible career which allows me to be available for my own family. I have built fantastic relationships with my families and their children all of whom have become part of my extended family.

Being a Educator is flexible and I have been able to set my own hours of work and my hourly fee. I have have developed a program that reflects my own beliefs and philosophy of Early Childhood Education" - Kylie Hazell

(5 years)



Becoming an Educator

Family Day Care Educators are dedicated, reliable and willing to learn new skills and take on new challenges. You will need to be able to adapt to different people, work collaboratively and most importantly be motivated and committed to working with children.

You will also need to be over the age of 18 years and obtain

- a current HLTAID004 First Aid Certificate a
- Working with Children Check
- a National Criminal Check a
- medical clearance public
- liability insurance
- a minimum of Cert III in Children's Services(or actively working towards)
- an assessment of your home as a suitable care environment
- the names of two work-related references



Your responsibilities as an Educator Understand your

- obligations to abide with National Regulations, Law and Service policies and procedures Provide a safe
- learning environment for the children in your care;
- Provide a safe, clean learning environment including resources and equipment that meets the Australian Standards;
- Plan and provide play-based learning experiences for all children in care;
- Demonstrate the ability to respond to children in an appropriate manner with a positive approach to behaviour management;
- Maintain accurate records and always maintain confidentiality
- Promote open communication with families to build partnerships.

Family Day Care and your family

Your family will play an important role in establishing your Family Day Care business.

Working from home involves the entire family. This brings a unique set of considerations around how your family might need to respond, support, or adjust. All members of the family should be consulted with regarding your business plans.

Below is a list of things to discuss and plan with your family when considering starting your own Family Day Care Business. Our dedicated staff can work through any scenario you may have regarding your family and business.

Points to consider:

- What changes will your family need to make for you to run a Family Day Care business?
- Will you be required for your families school pick up or drop offs?
- How will you home work as a family day care business? Will you share your home with the children to eat, sleep or play?
- Would you consider offering weekend care?
- How will you ensure your family's privacy is maintained? How will you maintain a good work/life balance while working from home?
- Are there any risks in your home you will need to consider? Willing to complete Working wit Children Check if 18 years of age.

OPERATING A FAMILY DAY CARE BUSINESS

As a small business owner you will be responsible for every aspect of your service. You need to be organised, committed and professional at all times.



PROFESSIONALISM

You will be required to promote yourself and your business in a professional manner. This will be reflected in ways you present yourself, your business and in the community



MARKETING

You can use various tools to promote your service such as flyers, brochures or Social Media. The service will work alongside you to market your business in the community



HOURS OF OPERATION

Family Day Care Educators are self-employed, which means you set your own hours of operation.

We recommend operating for at least 8 hours per day and consider the needs of the families and community



FEES AND CHARGES

As a small business owner you set your own fees. This could be based on your qualifications, experience and length of operation. Ensure your rates are competitive and accessible to families.

WHAT CAN YOU EXPECT FROM US AT BATHURST FAMILY DAY CARE?

- Clear guidelines of our expectation of you and your obligations as an Educator
- A two-day induction process and resources for setting up your business
- Professional resources and training around regulations, child protection, risk assessment in your home and on outings
- Promotion of Family Day Care in the community
- Ongoing support through regular visits, emails and phone calls Support
- and assistance with practices and everyday routines that encourage children's learning and well-being
- Support from Local Government
- Advice on current education, care practices and learning frameworks Access to
- professional development
- Guidance and support to help you meet the National Quality Standards Advice
- and support in managing your business including compliance, family interviews, administration and concerns relating to children's learning and development
- Specialised support from the Service's Educational Leader Support
- and guidance with children developmental needs
- Support using a software program for calculating and administering Child Care Subsidy payment for families
- Playgroup - face to face and digitally Fully
- resourced Toy Library

WHERE TO NOW?

You have decided that you want to start a flexible and rewarding career with Bathurst Family Day Care. What do you need to do now?

1. You can submit your application online at www.childcarebrc.com.au.
2. Suitable applicants will be invited for an interview
3. Successful applicants following the interview will have a preliminary assessment of their home to determine suitability.
4. Applicants that successfully meet the Bathurst Family Day Care selection criteria will be invited to attend two day training session.
5. Prospective Educator must complete all components of registration. When an applicant signs up as a Prospective Educator, this remains dependent upon the return of Working with Children Check , ability to comply with regulations and standards.
6. Final Home Safety Audit
7. Registration with Bathurst Family Day Care

The criteria for recruitment and registration of Educators will be based on Prospective Educator meeting all components and requirements of registration successfully.

We look forward to working with you into the future.

