

BATHURST FAMILY
DAY CARE

PROSPECTIVE EDUCATOR INFORMATION

BATHURST REGIONAL COUNCIL

children's
services



ABOUT US

Bathurst Family Day Care (FDC) has provided a quality Early Childhood Education and care service to the Bathurst Community for over 30 years.

FDC currently have Educators offering professional education and care within their own home in the Bathurst, Lithgow and Oberon areas. Children are provided with an educational program that is play based and reflective of each individual child's interests, needs, strengths and capabilities.

We offer standard and non-standard hours of care including overnight, weekend, before and after school and emergency care for children aged 0-12 years.

Our Philosophy

Our aspiration is to acknowledge the exceptionalism and potential of all children, by supporting them in their growth to become successful, confident, and socially competent members of their community who positively embrace inclusion in all its forms.

We support children to develop an awareness of their culture, their local community, and their world through inspiring environments and acknowledging the value of family and community members who engage with children and the service.

We encourage children's progress through the creation of responsive programs and reflective practises that enhance children's learning, development, and wellbeing. We recognise and value our indigenous community exploring means to respect, acknowledge and embed Aboriginal culture and practises within our programs.



BECOMING AN EDUCATOR

Being a Family Day Care Educator offers a fantastic career opportunity working with children and allowing you to run your own business from home.

Becoming a Family Day Care Educator takes time and commitment. 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 need to be over the age of 18 years and obtain a current HLTAID012 First Aid and CPR qualification, a Working with Children Check, a National Criminal Check, a medical clearance, public liability insurance and hold a minimum of Cert III in Children's Services.

Suitable applicants will be invited for an interview at the Family Day Care Service. An assessment of your home as a suitable care environment will be conducted.

Your Responsibilities as an Educator

- Understand your obligations to abide with National Regulations, Law and service policies and procedures
- Provide a safe, clean learning environment including resources and equipment
- 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 trusting partnerships

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. This professional attitude aligns with the Family Day Care philosophy to provide exceptional care and education for all children, ensuring the best possible learning environment is provided.

OPERATING A FDC BUSINESS

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

Educators set their own hourly fees based on their qualifications, experience, environments, and other services provided. Ensure your rates are competitive and accessible to families.

Educator Levy	\$1.80
Harmony Web Fee	\$6.00
Family New Enrolment Fee	\$44
Parent Administration Levy	\$1.80 per hour

Centralised Gap Fee

Families who receive a Child Care Subsidy must make a co-contribution to their education and care fees. This is known as the Centralised Gap Fee. Under the Family Assistance Law, families are required to pay the gap fees using an Electronic Funds Transfer (EFT) method. Bathurst Regional Council Family Day will manage all parent accounts through Harmony Web, the software program used by Educators and Administration to manage business processes. All Invoices will be sent out in arrears. Educators will not receive the gap fee until parents have paid Bathurst Regional Council.

Promotion of your Service

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. CDO's will support you in the promotion of your service.

Ratios

Your Family Day Care Service will adhere to strict ratios. Please see ratio requirements below:

- 1 Educator to seven children, maximum of four children preschool age or under
- Ratio includes the Educator's own children younger than 13 years of age if there is no other adult to care for them.

WHAT CAN YOU EXPECT FROM US?

- Clear guidelines of our expectation of you and your obligations as an Educator
- An induction process
- 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 home visits, emails and phone calls
- Assistance with practices and everyday routines that encourage children's learning and well-being
- 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
- Guidance with developmental needs and inclusive behaviour management
- Support using Harmony Web software for administration needs
- Playgroup
- Fully resourced Toy Library
- Open communication between the Educator and Family Day Care CDO's to ensure continual support for the Educator

Childcare Development Officers (CDO)'s

Bathurst Family Day Care has two CDO's, operating in the FDC office from Monday to Thursday. Their role is to offer support to Family Day Care Educators, via facilitating enrolments and providing administrative assistance. CDO's are available to receive feedback from Educator's and provide professional development and guidance when needed.



TESTIMONIALS

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. Becoming a Family Day Care Educator is deeply rewarding work. Hear from some of our current Educator's below...

"The highlight for me is the connections made with families and children. I genuinely love the children in my care and consider them an extension of my own family. I started FDC to be more available for my own children and I finally found that mythical work/ life balance I didn't think actually existed. I love being able to play with children and watch their faces explode with emotion when they discover or achieve something new. I am excited every single day as each day is different and brings so much love, laughter and learning".

- *Kate Bolt*

"Family Day Care gives you such a personal connection with children and families that is very unique and something I really cherish. Seeing the smiles of the children, hearing their laughter, and knowing I'm making a positive impact in their early years is why I love what I do. To welcome wonderful children and families into my home environment is a blessing".

- *Bev Setter*

"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. I have developed a program that reflects my own beliefs and philosophy of Early Childhood Education".

- *Kylie Hazell*

**Thank you for your interest in becoming a
Family Day Care Educator!**

Contact Details

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