



FAMILY DAY CARE EDUCATOR APPLICATION INFORMATION

ABOUT US:

Northern Rivers Children's Services Limited is an independent non-profit company managed by a voluntary Board of Directors. We provide Family Day Care (FDC) in the local government areas of Lismore, Ballina, Casino, Evans Head, Yamba, Mullumbimby, Murwillumbah, Kyogle, Byron, Tweed, Kingscliff, and surrounding areas. There are two Coordination offices operating in Lismore and Tweed Heads. The Company also operates 2 Child Care Centres, Nimbin Early Learning Centre and Gingerbread House Childcare Centre in Lismore. We have numerous Outside School Hours Care (OSHC) services in local public schools, playgroup venues, an In-Home Care service, and the 'Ready, Set, Go' child development & parent support programme.

Northern Rivers Family Day Care (NRFDC) is partly funded by the Commonwealth Department of Education and is licensed by the NSW Department of Education and Care directorate. Registered Educators must abide by the National Education and Care Services Regulations and Law, plus NRFDC service policies and procedures.

FAMILY DAY CARE EDUCATORS:

FDC Educators are **self-employed independent contractors**. They do not receive any paid leave and other employee benefits. Educators pay their own income tax and may claim a range of business tax deductions. The contractual relationships in Family Day Care have been determined by the Commonwealth Government as the funding body.



We endeavour to balance Educator numbers with demand for childcare so that Educators have few vacancies. We actively promote FDC via advertising (print, TV and Radio), internet and displays. **We cannot guarantee to fill all vacancies.** As an independent contractor, each Educator should also be actively promoting and improving the service.

Educators have some flexibility regarding the days and hours they are available for FDC customers. However, limiting availability has a major impact on how quickly vacancies can be filled. Furthermore, there is a point at which reduced days/hours of operation make it economically unviable for NRFDC to support an Educator to our high standard. As a general guide, we encourage Educators to operate at least three to four days per week, and for eight hours each day. Other pertinent factors include how isolated the FDC residence is, prior childcare experience and qualifications of the Educator(s), availability of Educators to do Relief Care, number of Educators already in the area, and local demand for FDC.

An alternative to becoming a FDC Educator (working from your own home) is to become an In-Home Care Educator (caring for children in their home); or a FDC Educator doing Relief Care (working in the registered homes of FDC Educators when they are ill or on holiday); or as a permanent non-resident FDC Educator ('job-sharing' in the registered home of a FDC Educator). If you are interested in any of these alternatives, please call the office for an information/application package.

APPLICANT REQUIREMENTS:

- Submit a resume and completed application form which will be assessed according to our selection criteria. Information requested about family members of prospective Family Day Care Educators relates to Regulations and policies concerning children's contacts with other people during their childcare.
- Following assessment of your application you may receive a phone call to arrange a visit to your home to assess the proposed childcare area, equipment, and any other health & safety requirements. Unsuccessful applicants will be notified. FDC can be conducted in the entire home, or a section such as downstairs. The general requirements include (see Selection Criteria for more details).
 - A fully fenced (unscaleable, minimum 1.2m height) outdoor area with locked (childproof) gates.
 - Barriers and handrails around all stairs and any balconies over 50cm above ground level.
 - Comply with a 0.75 metres height requirement for safety glass.
 - Smoke detectors, approved fire extinguisher, fire blanket & first aid kit. (size requirements apply)
 - Adequate indoor space for playing, eating, and sleeping children where children do not bump into each other or furniture.
 - Adequate and safe outdoor play space free from any hazards with ample shade.
 - A range of children's toys, resources, and equipment (to be increased over time).
 - Clean, safe, and hygienic toilet, hand washing, nappy change, laundry, and kitchen facilities.
- Attend a formal interview and respond to questions related to the application & selection criteria.
- Complete our Educator initial training (free of charge).
- Participate in our mentor program.
- Purchase FDC Public Liability Insurance.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Prior employment checks, including relevant employment proceedings, will be conducted on successful applicants. It is important that applicants are aware of any criminal history of adults living in their home. If in doubt, it is recommended that a Police Criminal Record check be undertaken prior to making an application.

HOW WE SUPPORT OUR FDC EDUCATORS:

As a registered Educator with Northern Rivers FDC, you will receive the following services free of charge:

- All necessary information and guidance on how to provide a quality FDC care service.
- Regular visits from your assigned Coordinator who is qualified to assist you with all aspects of the care and education of young children.
- Email and SMS reminders of all required compliance documents, certifications and the like.
- Newsletters, forms, policies, procedures, and information to assist you.
- Professional playgroup sessions in some areas. Transportation by service buses can be provided
- Assistance with planning excursions, including site visits, risk assessments, transport etc.
- Interesting and essential training options throughout the year.
- Access to interest free loan to assist you in the purchase of essential toys & equipment.
- Processing of weekly attendance records and electronic bank deposit of Government childcare subsidies.
- Promotion and advertising of family day care in your local community and beyond.
- Access to a range of toys and resources from our free toy library in Tweed.

Thank you for your interest in becoming a FDC Educator. FDC is a professional, flexible, and highly rewarding early childhood education and care career option. For further information please call the Coordination Office closest to you and ask to speak to a FDC Director or Coordinator.