



Family Day Care

Educator Handbook

Welcome

to Intereach Family Day Care

Intereach is a community-based, not-for-profit organisation that has been working with older people, people with disability, carers, children and families and communities in the Riverina-Murray region of NSW and in central and northern Victoria for over 40 years.

Our vision is Strong Supported Communities. We work toward this through our purpose, which is to:

- **Strengthen and improve** social and personal well-being for individuals, families and communities;
- **Promote and facilitate** access, equality and social justice; and,
- **Deliver services** locally that are of quality and have value.

Our values are defined as:

- **Leadership** - We use our social influence to motivate others to reach their full potential;
- **Partnerships** - We work collectively with others toward a common goal of positive social and cultural change; and,
- **Social Justice** - We protect and promote human rights by recognising that all people are free and equal in dignity and rights.

Family Day Care

Where children 0-13 years (not attending secondary school) are provided with education and care in a home environment with a registered educator. Educators are trained and supported by the experienced and highly qualified Intereach Coordination Unit. Intereach FDC operates in NSW and Victoria, offering flexible childcare options for full-time, part-time, casual, overnight and weekend care.

Policies and Procedures

At Intereach, our children's services policies and procedures are readily available to families via our [website](#). These include but are not limited to the required policies and procedures under the National regulations.

All service stakeholders are regularly asked to give feedback on new and revised service policies. Your feedback and comments are appreciated and valued. Parents/guardians are welcome to view or request a copy of the policies at any time, from Intereach or the educator.

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Child Safe Commitment

Intereach Family Day Care are committed to creating and maintaining a child safe organisation where the protection of children and their best interests are paramount. We strive to ensure children are safe, happy, and empowered.

We have a zero tolerance of child abuse and foster a positive reporting culture, where concerns and complaints are treated seriously and acted on in a timely manner. We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.

Intereach Family Day Care is committed to regularly training and educating our staff on child abuse risks. We have a commitment to the physical and cultural safety of all children including:

- Aboriginal and Torres Strait Islander children
- Children from culturally and linguistically diverse backgrounds
- Children with disability

We have specific policies and procedures in place that support our staff to achieve these commitments.



Philosophy

We respectfully acknowledge the traditional indigenous owners of the land on which we work, play and learn and pay respects to elders past, present and emerging.

The National Quality Framework underpins our philosophy.

Intereach Family Day Care is committed to understanding and acknowledging Aboriginal and Torres Strait Islander people and culture through inclusive practice and connections within the communities across our large footprint.

We value the process of a Reconciliation Action Plan to ensure a shared understanding is reflected with all children, educators and families.

Intereach Family Day Care is committed to a Child Safe Environment where all children are valued, respected, and listened to. We will actively promote inclusion, culturally safety and actively advocate for each child's rights. At Intereach Family Day Care we recognise the importance of families in the lives of their children and promote the belief that families are children's 'first educators'.

In smaller groups educators can support families in their child's individual development, goals, and learning. Family relationships and children forming genuine lasting bonds with their educators and peers is highly valued.

We believe that play is children's work. Play should be engaging and challenging while providing opportunities for children to explore, create and



take risks. Children can learn through achievements and mistakes, practising skills, and making decisions with the support of their educators and peers.

Our service respects the diversity and culture of our communities. We strive to strengthen and build partnerships to create best outcomes for children and the community's future. We value active participation in our local community by supporting and partaking in local events and activities.

Intereach is committed to improving the mental health and physical wellbeing of children, young people, families, and staff, to ensure every member of our community feels a sense of belonging and connectedness. Intereach is committed to reducing stigma about mental health and promote inclusion, healthy relationships, and resilience.

We believe in creating a supportive, respectful, and equal relationship between team members where all skills, knowledge and ongoing professional development are supported and valued.

Intereach Family Day Care encourages a relationship with nature. Our aim is to embed sustainable practices into our everyday routines and meaningful educational experiences, teaching children to value the resources of the world we live in. We endeavour to support children to take an active role in caring for the environment and recognise that they can contribute to a sustainable future, to create healthy, just and vibrant futures for all.

About Family Day Care

- Family Day Care is approved education and care service for children 0-13 years that focuses on each individual child's development, while providing high quality early learning in an Educator's own home.
- In small groups, children enjoy a natural approach to play and discovery, and form genuine lasting bonds with their qualified and passionate early childhood Educator, while families enjoy peace of mind knowing their child is happy in a nurturing, natural and flexible home learning environment.
- Registered Educators work according to the Education and Care Services National Law and Regulations, National Quality Standards and National Curriculum Frameworks.

Becoming an educator

Intereach Family Day Care is an established child care service that has operated in the Riverina-Murray for more than 25 years, and more recently branched out into northern Victoria. Intereach FDC has more than 60 registered Educators.

Being a registered Educator with Intereach Family Day Care you benefit from qualified, professional Coordination Unit staff who are experienced in supporting and training Educators in areas of child development, quality care and education along with business management and administration.

The primary focus of our Educators is a genuine interest in children and the motivation to learn and strive to provide high quality education and care for young children. Educators must at a minimum hold a Certificate III in Children's Services.

Educators are approved to provide care and education for a maximum of 7 children (no more than 4 children under school age).

Small groups of children allow Family Day Care Educators to deliver a personal experience that covers all aspects of a child's development.

As an Educator with Intereach you will:

Work according to the Education and Care Services National Law and Regulations, National Quality Standards and National Curriculum Frameworks. Participate in the Munch & Move, Be You, and Smiles for Miles programs. Be required to participate in a minimum of 3 professional development sessions per registration year.

Earning potential

Educators are self-employed, small business operators. As a small business owner, you can work flexible hours that suit you and your lifestyle and have the capacity to boost your income as an early childhood and care professional based on your preferences. Here are some examples of how Family Day Care Educators structure their business and take charge of their earning capacity.



Gayani

Age: Mid 20s

Family Day Care experience: 1 year

Location: Regional South Australia

Hours worked per week: 28

Gayani opened her FDC business in 2019 and works part-time, averaging 28 hours per week. She earns a gross income of \$41,000 per year.

Jane

Age: Mid 40s

Experience: 18 years

Location: Regional NSW

Hours worked per week: 66

Jane runs her business on a full-time basis and works approximately 66 hours per week. She offers weekend care for families on top of her normal Monday - Friday hours. By offering weekend care, Jane has the ability to boost her income by providing care to families that have non-standard working hours. Her approximate gross yearly income is \$113,000.



Mandy

Age: Mid 30s

Experience: 11 years

Location: Regional Queensland

Hours worked per week: 30

Mandy works part-time, averaging approximately 30 hours per week. She is based in a regional Queensland town and currently earns a gross income of \$43,000 per year.

Business expenses are tax deductible so it's essential to keep good records. You can also claim a proportion of costs that are used both in your Family Day Care business and your private life, e.g. electricity, cleaning products and mortgage interest.

**Please note that personal details and images have been changed to protect educator privacy.
** All incomes noted above are before tax and do not take into account business operating expenses.*

Service fees

Intereach sets the following fees for the financial year	
Administration Levy	\$1.30 per hour per child
Educator Levy	\$16.70 per week
Harmony	\$5.30
New Family Registration Fee (to be paid before care commences)	\$40 one-off payment

It is recommended that careful consideration is given to planning your business. A number of resources exist to assist Educators in this planning including 'My Home My Business - a Business Handbook for Family Day Care Services', which can be found at:

<https://childaustralia.org.au/wp-content/uploads/2017/02/Family-Day-Care-Business-Handbook-My-Home-My-Business-good.pdf>

Promoting your service

Our Coordination Unit will endeavour to ensure the recruitment of Educators is based on community need, however no guarantee can be made about providing referrals to an Educator.

Promotion and marketing to families is done in partnership between Educators and Intereach. Intereach will field enquiries about Family Day Care and will match families with Educators; families are then referred to an Educator for an interview.

There are a lot of factors that influence the effectiveness of your marketing, however planning, execution and timing are always crucial. We find that your marketing is most effective when working together with Intereach. In doing so you're able to deliver coordinated and consistent messages.

What can you expect from Intereach?

Intereach will have regular contact with you including home visits, training, meetings and workshops to support you in maintaining currency of skills and knowledge to deliver quality education and care to children. The working relationship between Intereach and the Educator is built on a professional partnership.

Intereach will support Educators to:

- Understand their legal requirements
- Meet their obligations under the National Quality Framework
- Collection of gap fee payment
- Provide a quality learning environment that is safe, stimulating and inclusive
- Access professional development
- Be part of the Family Day Care service network and work collaboratively
- Fill vacancies
- Not feel isolated

Methods of support that Intereach provide will include:

- Regular face-to-face home visits
- Opportunities for Educators to build their professional knowledge
- Access to resources and equipment to support children's play and learning
- Clear guidelines relating to providing high quality education and care and grievances or complaints



Testimonials from educators

As with any career there are both positive and rewarding aspects as well as components that can be challenging.

Our registered educators have provided these insights:

I have had the privilege of working as an Educator for Intereach Family Daycare for the last 20 years and I can honestly say that I have loved my job. I have had the opportunity to work with so many beautiful children and become a special part of their lives and extended family. It is a unique partnership that develops when you care for and educate a young child, and you can become lifelong friends. It is so satisfying when you see children grow and learn in a fun environment. Family Daycare is unique as it provides a 'Loving family environment' for each child where they feel welcomed and loved. I would highly recommend that you consider working as an Educator and I feel that you could not have a more rewarding or satisfying career.

Catherine Hay, Finley

Family members in care

If considering a Family Day Care business from your home, it is essential to discuss your application with family members who live at home. All family members over the age of 18 years that reside in the premises where education and care is provided will need to complete a Working with Children Check, Police Check, Child Protection training and sign a household members agreement (appendix 1). Intereach will provide guidance and advice on these requirements. Intereach encourages active participation of family members as it adds to the 'family' experience of the service.



Educational Programs

From 1 January 2012, the National Quality Standards set a new benchmark of quality for all mainstream child education and care services across Australia. A national body oversees the quality assurance and rating: Australian Children's Education and Care Quality Authority (ACECQA). More information is available at their website: www.acecqa.gov.au

Each service must undergo assessment and compliance visits on a regular basis to measure the quality of the service. The assessors spend time visiting educators chosen at random and assessing the coordination unit.

Services are assessed on the educational programs they provide for children, the relationships they form with children, families and communities, the standards of health and safety, and the physical environment.

Programs are based on the Early Years Learning Framework (EYLF) - the national early childhood curriculum for children prior to starting school - and My Time Our Place (MTO) for school age children.

Each Educator must offer a professional, planned program for each individual child and the groups of children in their care. The Framework curriculums are based on childhood educational theory and research and are based off the basic needs of belonging, being and becoming.

The Framework is based on the following five outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

More information can be found on the EYLF and MTO by visiting <http://education.gov.au/>



Essential criteria

All applicants must demonstrate their suitability through the following process:

1. If you have any questions regarding our Educator Handbook contact the nominated supervisor who will arrange a time to meet with you; this can be completed at your home where an obligation-free home safety can occur.
2. Complete and return the Educator application along with all required documentation, including resume, qualifications (including Certificate III), ABN, CRN, referees, Criminal Record Check (Police Check), Working with Children Check number or card for either NSW or Victoria (the state in which you will be providing education and care) for yourself and all adults over 18 years old and residing in the home and provide documentation.
3. Attend an interview where our Coordination Unit staff will be able to assess your knowledge and skills. The interview will cover but is not be limited to: Child development knowledge, Curriculum planning (with reference to the appropriate Frameworks), behaviour management techniques, and health, safety and wellbeing. The outcome of the interview will be communicated through a written letter of either successful or unsuccessful.

If successful.....

- There may be the need to attend some work placement with an established Educator (this will be communicated within your letter)
- Complete First Aid, Asthma and Anaphylaxis training (if not already obtained)
- Complete online induction modules and attend face-to-face service induction training
- Register with PRODA (online identity verification and authorisation system)
- Complete final home safety risk assessment with Coordination Unit staff
- Access Public Liability insurance.



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