



Becoming a Family Day Care Educator with Upper Hunter Family Day Care (approved provider)

Servicing Upper Hunter Shire since 1979, and other surrounding regional areas

What is Family Day Care?

Family Day Care (FDC) is a unique network of self-employed Educators who are registered with an approved provider, to deliver quality care for children in the Educators home environment

Family Day Care offers a natural home environment for families in which their children can experience learning through play in small groups suited to their individual needs.

The following information is provided as a guide to some early questions about becoming an Educator. We are here to help and assist you in any way we can. Contact details are provided on the next page.

Due to the unique nature of FDC, care may be provided for:

- Long day care
- Before and after school, and vacation care
- Evening / outside of standards hours
- Overnight (including 24 hour care in eligible circumstances)
- Weekends.

What do I need to become registered?

(Upper Hunter Family Day Care staff can assist with all items if required)

To become registered, you will need to:

- Consult with Council for Bush Fire zoning requirements (if applicable)
- Lodge a Development Application if changing the use of a building
- Obtain a successful Working With Children Check (WWCC) clearance for yourself and all residents over 18 years of age (updated every 5 years)
- Obtain a National Criminal History Record check for yourself and all residents over 18 years of age
- Hold Public Liability Insurance coverage of \$10 million at all times
- Hold an approved minimum Certificate III qualification in Early Childhood Education and Care
- Maintain current approved First Aid, Emergency Asthma Management, Emergency Anaphylaxis management, and CPR qualifications at all times

- Hold an Australian Business Number (ABN)
- Have permission from the landlord/owner of the premises if renting
- Supply a Pool Compliance Certificate, and register online, for any pool on the premises
- Supply certification of an Earth leakage circuit breaker (ELCB) / safety cut-out switch
- Supply medical clearance

In the home, you will need to have facilities for:

- Laundry
- Food preparation
- Toilet and washing
- Nappy change
- Sleeping
- Storage

You will also need to have available:

- Suitable indoor and outdoor play spaces

- Adequate shade
- Secure fencing
- Telephone
- Development and play equipment
- First Aid kit
- Fire Safety equipment
- Adequate ventilation, heat and lighting
- Provision for confidential administration and record keeping

There are also requirements for managing:

- Glass/glazing
- Access to hot water
- Access to pets
- Use of vehicles and child restraints

Refer to the 'Home Inspection Checklist' for further details and information about specific requirements. A staff member will meet with you for a 'home-suitability' visit, to advise on requirements within your home, and offer suggestions.

How much will it cost to set-up?

The following costs to establish your business are approximate only:

- Educator Registration Fee \$115-\$425
(dependent on extent of induction required)
- Working With Children Check.....\$107
(free for household members)
- National Criminal History check\$50+
- Certificate III enrolment.....free - \$2000+
(depending on Provider and Government subsidies)
- First Aid/Asthma/Anaphylaxis Qualification\$185
- Public Liability Insurance.....\$480+
- Fire Extinguisher.....\$35
- Fire blanket.....\$20
- First Aid kit.....\$30+
- Medical Certificate.....\$180+
- Electrician Certification\$60+

Other costs that can depend upon individual circumstances may include:

- Treatment to windows/glazing, and certification
- Installation or modification to fencing and gates
- Installation of electrical earth leakage circuit breaker
- Child safety latches and equipment

Other modifications or alterations to your home:

- Bush Fire Zone action (if applicable)
- Purchase of equipment such as high chairs, cots, beds, bedding, nappy change, tables and chairs.

- Purchase of development and play equipment
- Purchase of computer/web-based administration and programming systems (not compulsory)

Ongoing costs will include:

- Public Liability Insurance annually
- Educator contribution levy weekly
- Harmony web subscription weekly
- Fire equipment check annually
- CPR refresher annually
- Car restraint check annually (if using your vehicle for FDC)
- First Aid/Anaphylaxis/Asthma every 3 years
- Pool Compliance Certificate every 3 years
- WWCC every 5 years
- Professional development/workshops

To help make things a little easier, Upper Hunter Shire Council may be able to assist eligible applicants with an Interest Free loan of up to \$500 towards related expenses.

The scheme may be able to assist with short-term initial loan of some equipment items. (Legitimate business-related expenses are tax-deductible)

Upper Hunter Family Day Care currently have a one off start-up grant of \$2,500 available to eligible applicants.

How much can I earn?

As a Registered Educator, you are self-employed, therefore can determine your own work arrangements.

Income is dependent upon a number of variable factors:

- The number of days you choose to provide your service
- The number of hours you are available each day
- The times you are available (e.g., outside standard hours/weekends etc. usually attract a higher rate)
- The number of children you provide a service for
- The number of weeks you work each year
- The hourly fee you charge

Conditionally, you are limited to caring for no more than seven children, including your own children, under 13, and you may not exceed four children who have not yet started formal school.

All UHFDC Educators currently earn a higher net income than their centre based counterparts.

How much you charge depends on the service you provide and what customers are prepared to pay

Current standard hourly fees charged by Educators within the schemes Fees and Charges Schedule range between \$13.50-\$21 per child per hour. Some fees include 'points of difference' compared to other FDC Educators, such as higher qualifications, and service inclusions such as meals or nappies.

Approximate Income =
your hourly rate
x number of hours you operate per day
x number of children per day
x number of days you operate per week

e.g. if you charge \$14.50 per hour x 8.5 hours per day x 4 children x 5 days = 2,465 gross which accounts to approximately \$1,852.00 net, per week (this includes taxes, superannuation and Medicare levy deductions. All individual Educator income is administered by themselves or accountants).

During orientation we will provide you with more fee-setting information, give you a Placement Contract template, and show you how to calculate fees. Also, consider that you can avoid childcare fee expenses for your own child/ren, and what 'price' do you put on having your own child/ren at home with you?

YOUR CONTACTS:

Children's Services Officers:
Michelle Miller – Acting Nominated supervisor
Sarah Fraser – UHFDC assistant

Administrative Assistants:
Helen Clark
Jade Maxwell

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