

Greater Hume  
 **Children**  
Services

**"leading innovative and inclusive early childhood services"**



**Handbook for Educators**

Greater Hume Children Services is managed by Greater Hume Shire Council.

Should you wish to learn more about our service visit [www.ghchildren.com.au](http://www.ghchildren.com.au).

The service has a proud record of quality assurance and complies with the requirements of the Australian Children's Education and Care Quality Authority (ACECQA).

Greater Hume Children Services is a member organisation with the following peak bodies:

- Family Day Care Australia
- NSW Family Day Care
- Australian Home Childcare Association



The information contained in this publication has been prepared for general information only. The information contained herein is not intended to constitute or substitute for legal or professional advice appropriate to your specific circumstances. Greater Hume Children Services and its employees shall not be liable for any loss or damage incurred as a result of any reliance on the information contained herein.



# Welcome

We welcome your enquiry about our service. Greater Hume Children Services is a flexible, professional home based child care service where children are provided with quality care and education in a warm, friendly environment.

Our flexible childcare options cater for full-time, part-time, casual, overnight care, weekend care, before and after school and vacation care.

Educators are registered, trained and supported by the experienced and highly qualified coordination unit staff.

Greater Hume Children Services includes the services of:

- **Family Day Care** where children are provided with education and care in a home environment with a registered educator
- **In Venue Family Day Care** where a venue or premises other than a home can be licensed. In Venue Family Day Care must be approved by the Department of Education Employment and Workplace Relations and can only be approved where there is a demonstrated unmet demand for childcare
- **In Home Care** for families who meet the criteria where the registered educator goes to the family home.

Greater Hume Children Services is auspiced by Greater Hume Shire and has been operating since 1994. The service operates in Greater Hume Shire and also in Albury, Corowa, Tumut, Tumbarumba and Urana Shires, and Victoria.

The service has a proud record of quality assurance and complies with the requirements of The Australian Children's Education and Care Quality Authority (ACECQA). Our service has been rated as exceeding the national quality standard.

You can find out more about our service at our website: [www.ghchildren.com.au](http://www.ghchildren.com.au)

Join us on facebook.



## Philosophy

### Our Children

We believe and respect each child as a capable, unique individual, who learn and develop through play. We know that children explore, discover, imagine, create, and challenge themselves and each other's thinking. We believe that the play environment should reflect this, by providing children with the opportunity to make their own choices, discover, take risks, explore, investigate, express their ideas, and solve problems. We believe the environment, should be unhurried, fun, enriching, supportive and a place where children can just "Be".

### Our Families

We acknowledge that the most powerful influence in a child's life is their family. We aim to form trusting, supportive, inclusive and respectful partnerships with families, be accepting of their cultural diversity, and value their ideas and input into their child's learning.

### Our Team

Our service celebrates the individuality, uniqueness and diversity of every educator. We respect and value their knowledge, originality, flexibility, and willingness to try new things. Our Educators are chosen because they share a genuine passion and interest for children and their wellbeing, with a commitment to high quality education and care.

Our team, including Greater Hume Shire, Coordination Unit staff and Educators believe in creating supportive, positive, respectful and fair relationships between team members, where all members are valued, nurtured and fostered.

We recognise the critical role we play in paving the child's future and providing them the best start in life, by ensuring high quality service. We are professionals who embrace current research, collaborate and reflect on our own development and have a commitment to continuous improvement.

### Our Community

We acknowledge the traditional owners of the land, Aboriginal and Torres Strait Islander people, and embrace the wide cultural diversity we have in our community, by respecting, celebrating and honouring all differences, to foster a "Sense of Belonging"

We believe community is an important part of our service; we serve both urban and rural children and families and believe strongly in giving rural children and families equal opportunities.

We believe that it is important for children to connect, to nature and the land, by providing them with opportunities to play, explore, and be challenged, in the natural environment. We encourage and develop lifelong respect for our environment by developing practices of recycling and reducing waste in daily life to promote a sustainable future.

*Sources: Belonging Being and Becoming*

*Early Childhood Australia Code of Ethics*

*United Nations Convention on the Rights of the Child*

*Revised July, 2009, May 2010, July 2010, January 2011, November 2011, May 2013, December 2015, August 2016*



# About Family Day Care/In Venue Care and In Home Care

Family Day Care is a nationally accredited, registered child education and care service where children are provided with quality education and care in a warm, nurturing, friendly and safe home-like environment.

**Family Day Care** is most often operated from the educator's home but can be licensed in other premises.

**In Venue Family Day Care** can be approved where there is a demonstrated need allowing an educator to work from licensed premises such as a community hall.

**In Home Care** is also a nationally registered service which does not yet come under national accreditation, where children are cared for in their home.

Family Day Care and In Home Care are very flexible services depending on the preferences of individual educators.

Individual preferences will determine:

- What hours are available - educators may choose to finish early on a particular day or may work evenings or have early starts. Some educators provide overnight care.
- Days available – educators can work part-time, week-ends, school holidays or have school holidays off.
- Ages of children cared for – educators can specify if they only want children over 12 months or if they do or do not want to provide care for school age children.

Please go to our website to view our policies and more information about our service [www.ghchildren.com.au](http://www.ghchildren.com.au)

## Professional educators

The primary focus when selecting educators is a genuine interest in children and a motivation to learn and strive to provide high quality education and care for young children. Educators must also have the skills to develop positive relationships with families as this will underpin quality education and care.

Educators are self-employed child care workers who must meet high professional standards and enjoy the recognition of being professional early childhood educators.

In Greater Hume Children Services educators are respected and valued as individuals and encouraged to participate wholly in the operation of the scheme. Support is provided by the experienced team in the schemes coordination unit whose collective expertise is comprehensive in the areas of child development and quality education and care and also business management and administration.

Educators are licensed to provide education and care for a maximum of four children under school age and three additional school age children or up to seven school age children in their home. Small groups of children allow the educator to deliver personal service that covers all aspects of a child's development and will further increase the personal experience of Family Day Care, In Venue or In Home Care for families.

Families are matched to potential educators by the coordination unit. Where possible families are referred to two educators to allow them to choose who is most suitable. All families are able to apply for fee subsidies in the form

of Child Care Benefit and Child Care Rebate.

Please look for the educator testimonials we have on our website that encapsulate the experiences of educators in our service, visit [www.ghchildren.com.au](http://www.ghchildren.com.au).

# Positive things about being an educator

## *Things educators tell us they love:*

- You can earn an income from home
- You can stay home with your own children while earning an income
- You can earn a base rate of between \$25 to \$40 per hour or more\* (\*based on average non compulsory fee with four children in care)
- You can realise a passion for helping children to grow learn and develop
- You can run your own business
- You can set your own hours and days
- You can gain childcare qualifications through the scheme (some opportunities exist for generous subsidies)
- You can join a team and form new bonds and lasting friendships
- You can make a real difference for your community and help shape the next generation.





# Things to consider

## *Things educators tell us can sometimes be challenging:*

- The impact on your family members if you are using your home for Family Day Care
- Completing formal childcare qualifications if you do not already have them
- Programming for children's development and keeping professional documentation and records for children
- Positively managing the challenging behaviours of children when they occur
- Working in partnerships with parents and family members
- Managing accountability and professional business practices
- Maintaining a consistent and high standard of personal presentation and professional image for your home/premises

The primary responsibility of the coordination unit staff is to support educators in all aspects their work. Educators receive training prior to starting and are highly supported particularly when first starting in the service. You will have our support.





# Essential Criteria for Educator Registration

All applicants need to demonstrate their suitability through the following process:

1. Contact the service manager or IHC coordinator who will arrange a time to meet you – this will be in your home if you wish to register it for FDC
2. Get in touch with other educators and learn from their experience
3. Complete and return the Educator Application Form with current referees, previous employer details and provide 100 point ID check
4. Attend a day's orientation visit with an experienced educator who will observe your skills
5. Attend an interview where coordination unit staff are able to assess your knowledge, skills and enthusiasm
6. Complete approved First Aid Certificate, Anaphylaxis and Asthma training
7. Complete a Working With Children Check, either NSW or Victoria for the state/s you are working in for all adults of 18 years or over residing in the home (not required for In Venue or In Home Care). Complete a Criminal Records Check if you are working in Victoria
8. Attend compulsory scheme training over three days
9. Provide evidence of registration in Certificate III in Children's Services if not already completed
10. Complete Home/Premises Safety Audit (not required for In Home Care).





# Costs to establish your business

For most educators there are a number of expenses as part of setting up a Family Day Care/In Home Care business:

1. Safety requirements that need to be met in your home/premises which may include safety film applied to low glass or windows, a safe fence for outdoor area, fire extinguisher and fire blanket and locks for cupboards
2. Public liability insurance (about \$550 per annum, can be monthly instalments)
3. Certificate III in Children's Services (prices vary greatly and subsidies can apply)
4. First Aid, anaphylaxis and asthma training (approximately \$220)
5. Working with Children Check for the State/s you will be working in and A Criminal History Check if in Victoria (NSW: approximately \$80 or Victoria: \$100 for WWCC check and up to \$50 for Criminal History Check). Other household members are free
6. Reliable internet access and ability to readily print materials
7. Work Cover Insurance is paid by the Service for Victorian educators and the cost passed on to the educator (approximately \$25 per week if you earn \$50,000 pa). NSW educators must provide their own.

An interest free loan of up to \$2,000 is available for approved applicants to help cover the costs of setting up.

## Setting up a Business

It is recommended that careful consideration is given to planning your business. A number of tools and resources exist to assist educators including resources recommended by Family Day Care Australia.

The coordination unit will in every circumstance endeavour to take a responsible attitude to recruiting educators in the numbers required per location. However no guarantee can be made about providing referrals to educators.

A proactive approach to marketing your business is encouraged as it may take some time for educators to reach the desirable number of children in their service.



# Role of coordination unit staff

The role of the coordination unit staff is to support educators in all aspects of their work. The staff have a diverse and extensive range of qualifications and experience in early childhood and administrative settings. All staff model the philosophy of the scheme and recognise their role to act as advocates for the service, educators, children, and families. Please find out more about our staff on our website [www.ghchildren.com.au](http://www.ghchildren.com.au).

## Home Visits and Support to Educators

Educators are organised into groups or 'pods' and have a primary support coordinator. The support coordinator gets to know you and the children at your service, their families and the community in which you work. Support coordinators are highly experienced and knowledgeable early childhood professionals who support educators to program for the education and care needs of each individual child in their service. Visits to the educators home are integral to provide on the job training and to monitor the standard of care.

## Play Groups

Play sessions are held regularly in venues throughout the service. Playgroup offers a wide range of model opportunities, excursions and experiences for children. Educators benefit from the networking and sharing of ideas with other scheme members. Families registered with the scheme are welcome and encouraged to attend playgroup with their children.

## Excursions

Our service believes that well thought out excursions expand and compliment an educator's programs to ensure children are offered a wide range of experiences and allow children to be connected and make contributions to their world.

Educators in many instances also must provide drop-off and pick-up services to facilitate the inclusion of children and meet the needs of families. Educators must ensure families are consulted when deciding whether to go on excursions and must consider all aspects of safety.

The service has a stringent procedure to assist educators when planning excursions and requires that all excursions be authorised by a parent/guardian or another person authorised by the family. All routine excursions will need approval at the beginning of the year. Please read the Excursion Policy on our website: [www.ghchildren.com.au](http://www.ghchildren.com.au)

## Toy Library

Educators in the service are encouraged to extend the experiences offered to children by utilising the scheme's Toy Library. The Toy Library offers a wide range of items covering all aspects of child development and a range of cultural experiences.

## The Resource Library

A Resource Library is available for the use of all parents, educators and staff of Greater Hume Children Services. This includes up to date references and publications from a large variety of sources.



# The Educational Programs and National Quality Standards (NQS)

Our service has been assessed as **Exceeding the National Quality Standards**.

From 1 January 2012, the National Quality Standards set a new benchmark of quality for all mainstream child education and care services across Australia [In Home Care is currently not included under National Quality Standards]. A national body oversees the quality assurance and rating: Australian Children's Education and Care Quality Authority. More information is available at their website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

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

Services are assessed on the educational programs they provide for children, the relationships they form throughout the organization and within their communities, the standards of health and safety and the governance of the service.

Programs are based on the Early Years Learning Framework - the national early childhood curriculum for children prior to starting school (and My Time Our Place 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 Early Years Learning Framework curriculum is based on early childhood educational theory and research and is specific to the needs of under school age children. It is reflective of the basic needs of belonging, being and becoming and an understanding that once a child feels supported, their 'play' is fundamental to learning and growing.

Our service is excited about the greater emphasis on educational programs for young children and wish to emphasize this is not to be confused with a more structured school-like environment.

The framework is based on the following five outcomes for children:

- 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.

The My Time Our Place curriculum is based on the needs of school age children in their leisure time away from school.

We recognize our service is part of a much wider community where many services exist to support families and children and we encourage educators to build relationships with additional services to support children and families.

The National Quality Standards set high professional requirements of educators. Our service will select educators not only based on their current understanding of children and how they grow and learn, but their motivation to learn and improve their skills. It is preferable for educators to have a background and experience in childcare and education prior to registration but it is not a prerequisite. Educators may be successful without prior experience where we believe they can advance quickly doing their Certificate III in Children's Services and working closely with their support coordinator and other team members.

In June 2012 our service was assessed as exceeding the National Quality Standard and will be reassessed in 2016.

## Safety Requirements

Family Day and In Venue educators have very stringent requirements outlined in the service Home/Premises Safety Audit which must be consistent at all times while providing care. In Home Care is reliant on the cooperation of families to monitor and maintain their environment. Educators must provide a strictly smoke free environment.

## Family Members in Family Day Care

If considering Family Day Care from your home it is essential to discuss your application to become an educator with your family or those who live at home. We encourage active participation of family members as it adds to the warm 'family' experience of the service.

Family members have responsibilities to ensure safety standards and principles of the scheme are upheld and respected. A fact sheet is given to family members prior to starting family day care to guide them in matters particularly in relation to child protection.

## Further Information and Support Agencies

**Family Day Care Australia** is a national peak body which supports, enhances and resources family day care services. Its role is to resource and promote family day care services to ensure the strength and continued growth of the sector in Australia. They are a member-based not-for-profit organisation that works on behalf of the members. Visit their website at:

[www.familydaycare.com.au/index.php/main/Home#M55](http://www.familydaycare.com.au/index.php/main/Home#M55).



**NSW Family Day Care** is the NSW peak body for Family Day Care with the aim to promote and support all aspects of family day care. Visit their website at: <http://nswfdc.org.au/nsw-fdc-association/contact-us>.



**AHCCA (Australian Home Childcare Association)** is the national peak body for the Commonwealth funded In home childcare program in Australia. Visit their website at: [www.australianhomechildcare.com.au](http://www.australianhomechildcare.com.au)



**ACECQA (Australian Children's Education & Care Quality Authority)** is the National Quality Framework raises quality and drives continuous improvement and consistency in Australian education and care services. Visit their website at: [www.acecqa.gov.au](http://www.acecqa.gov.au)





# What to expect in the educator interview

Inviting you to attend an interview provides us with an opportunity to get to know all applicants and assess their knowledge, skills and suitability to work in our service. We encourage applicants to find out as much as possible about our service and our beliefs prior to coming.

The interview questions will cover:

- why you are interested in working in children's services
- your understanding of the Early Years Learning Framework and National Quality Standards
- the relationships you will build with parents in your service
- nutrition for young children
- safety for children
- your attitude to training
- your ability to use technology
- your ability to work as part of a team
- marketing your service
- your experience with policies and procedures.

## Where to from here .....

Please contact Greater Hume Children Services.

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