



GREATER DANDENONG FAMILY DAY CARE

Welcome to your Career In Home-Based Child Care

For more information on the rewards and responsibilities of building your own successful home-based child-care business ring the Greater Dandenong Family Day Care Scheme on **8571 1805**.





Family Day Care - A Professional Child Care Service

Welcome!

We've written this little book to tell you something about our scheme and what you can expect as an Educator.

There are lots of schemes out there.

We think we're the best!

We hope you'll agree.

Choose a scheme that will work for you and with you:

- Greater Dandenong has been operating since 1972
- We have the backing and support of the City of Greater Dandenong
- We do not charge you to belong to our scheme
- We were assessed as Exceeding the National Quality Standard by ACECQA in 2014
- We won the Family Day Care Australia Co-ordination Unit of the Year Award in 2013
- You can choose working hours to suit your needs
- Earn a rewarding income working from home
- Be part of a network of early childhood professionals in your local area and around the world who strive towards quality Home Based Child Care.

In 2014 we were rated overall as EXCEEDING THE NATIONAL QUALITY STANDARD

This is what the ACECQA assessor said about our service:

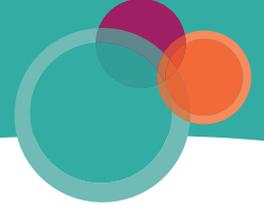
“The service demonstrated quality in all areas to achieve an overall of exceeding in the assessment and rating process.

The service is to be commended for the effective governance arrangements which led the service and drove a positive organisational culture building on a professional learning community.

The strong and collaborative partnerships with families and communities were evident throughout the organisational culture and were strongly demonstrated in each residence visited.

Co-ordinators and educators worked collaboratively to provide care arrangements that offered flexibility to meet a diverse range of needs. The service is acknowledged for its commitment to continuous improvement and its positive participation in the assessment and rating process.”





This is what our Educators say:

Mary Dimov, Greater Dandenong Educator for 15 yrs

“I chose to become a Family Day Educator when I was looking for alternatives to working outside of the home that would be complimentary to my family. I knew I liked being with my children and seeing them play happily with other children. Previous to that I had juggled working and raising a family for thirteen years. Six years later I can honestly say that this has been the most rewarding experience of any of my other positions.

Being of service almost always brings with it a measure of fulfilment but working with children has provided me with many very special moments and working with the parents in helping to raise these children brings an even greater sense of satisfaction.

At times being an Educator is full on. Sometimes parents need more of me as they too juggle life and raising a family, but my career is well supported by council staff and highly regarded by the community and my extra efforts are almost always appreciated by children and parents.

I thought I would be an Educator up until my daughter began school. She is in her second year at school and I have no intentions of stopping now, I've only just got started.”

Diem Quach, Greater Dandenong Educator for 6 yrs

“I chose to become a family day carer as I have a passion for working with children. I knew I was capable of this position, as I have gained over 20 years of experience of raising my own four children. When they were younger, it was exciting to teach them new things and watch them play happily together.

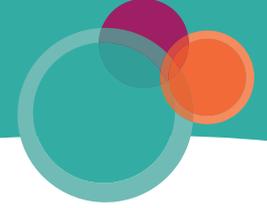
I know that as a mother, all you want is for your child to be safe and happy. Therefore, as a family day Educator, I wanted to provide all children with the same love and support that I have provided with my own.

Through my experience as an Educator so far, I have learnt that it is important to get to know the children and to build a relationship with them. Building a relationship with them would make me more approachable and therefore more comfortable for the children. It is also important to have a safe and stimulating environment so that the children enjoy coming.

It is important to know that all children are different. Some children may have certain requirements, or some may enjoy dancing while others like to draw. Therefore, it is vital to talk to both parents and children about their routines, likes and dislikes. My role is to then plan day-to-day activities that would suit and cater for each child.

I really enjoy working as a Family day Educator as it fulfils my passion for working with children in the comfort of my own home.”





It's easy to apply:

Complete an application form.

Ring the office and ask us to send you the required documents either by post or email.

Post or email your completed forms to:

Greater Dandenong Family Day Care Scheme
Attention: Recruitment Officer
P.O. Box 200
Dandenong, Vic 3175
Email: fdcadmin@cgd.vic.gov.au

A quick overview of our selection process:

1. Once we've received your application form* we will arrange a time to meet with you. We will ask you questions about your experience and knowledge of child care and about which areas of the house you plan to use for your child care business. Interviews usually take between 45 minutes to an hour.
(your application must meet the selection criteria)*
2. We telephone your referees and ask them questions based around the selection criteria.
3. If your interview and referee checks have been satisfactory, we will arrange a time with you to conduct a safety audit on your home and advise you of what you need to rectify to meet the National Regulations. We will also advise you of what equipment you will require to start your home-based education and care program.
4. Successful completion of an orientation program

We know you're keen to start your new career as soon as possible!

We will work with you to get you up and running in a timeline that works for everyone.

What support will you receive?

Our experienced, qualified, professional staff in the Family Day Care Coordination Unit is there to support you by:

- Regular visits to your home to provide support and advice.
- Free regular playgroups and a chance to meet and work with other Educators.
- 24-hour phone support
- Training opportunities and advice and assistance on further education
- Support to help you grow your business
- Fortnightly parent CCB and CCR payments
- Training and support on collecting and managing your fees
- Provision of administration forms, Regulation manuals and FDC materials at no cost to you.
- And much, much more!

How many children can you care for?

Registered Educators can care for a maximum of 4 *pre-schoolers* at any one time - this includes any pre-schoolers of your own. Educators can care for up to 7 children (i.e. school age + pre school) - but most Educators, particularly if you are just embarking on a career in Family Day Care, choose to care for smaller numbers of children.





What will you earn as an Educator?

As a registered Educator you operate as a self-employed, small business contractor.
Registered Educators are not employees of the City of Greater Dandenong.

You will set your own fees. You need to reach a business decision to determine the fee you are going to charge for the child care and education program you provide. In looking at your standard fee it is important to assess your expenditure and income requirements. To do this you can draft a budget which outlines what you expect to spend (projected expenditure) and what you need/want to earn (income) over a set period of time. Advice and guidance on fee setting is available from the Family Day Care office.

The placement of children with an Educator depends on many variables, including the area in which you live, your location in relation to public transport, how many pre-school children you have of your own, whether you transport your own children to and from school, etc. Children come in and go out of care all the time and when a child leaves your care there is no guarantee that another child will be placed with you immediately.

On average, an Educator caring for 4 pre-school children can expect to earn approximately \$300 per day before tax. Educators must ensure that they keep accurate records for taxation purposes as Council does not deduct tax. Advice on how to keep adequate records for taxation is available from the Family Day Care Office. All Educators must hold a current Australian Business Number available on line from the Australian Business Register <https://abr.gov.au>

Insurance

Educators are responsible for maintaining all insurances required, including Public Liability insurance for at least \$10,000,000.
Educators can obtain comprehensive, industry-based insurance cover through Family Day Care Australia; free call 1800 658 699 or visit www.fdca.com
Educators are free to choose the insurance company that best suits their own needs and requirements.

Need more information?

Ring our friendly staff on 8571 1805. We're here to help.

