

Family Day Care Educator Support Guide

FDC unit support

Council's FDC unit will provide:

- Licencing to operate FDC service.
- Administration support team: timesheet and Child Care Subsidy (CSS) processing, software management, educator leave and back up care request management, compliance management, booking and documentation management, individual administration support.
- Educator support: communication and network meetings (online and in person), after-hours support line, templates and resources (e.g. safety vests, bed mats, equipment sharing)
- Fieldworker support team: initial site visits and ongoing 1:1 onsite support from qualified and experienced staff, placements, annual safety checks, audits, compliance visits, management of incident investigations, well-being support, Inclusion Support Subsidy application support, Child Safe & Child Protection support, professional mentoring.
- Educational leadership: program and practice support, Quality Improvement Plan (QIP) development and implementation, advice and guidance for meeting compliance and working towards exceeding, educator and networking meetings, research and current practice support, performance management.
- Council Training: induction, professional development support, annual training calendar, compliance training support.
- Advocacy for funding and support: Australian Children's Education and Care Quality Support (ACEQA), Family Day Care Australia (FDCA), Department of Education (DE), Department of Health and Housing (DHHS), local, state and federal government.
- Subscriptions, licencing management, and access to FDCA, SunSmart, Early Childhood Australia, DE and Quality Assessment and Regulation Division.

- Council promotions: monthly newsletter, website, promotional materials, community events.
- to other Council services and programs: Family services, MCH, Vacation care, Playgroups,
- Access to Council's Employee Assistance Program.
- Educator portal: resources, policies and procedures, forms, online communication forums, program support.

Educator business management

Educators are responsible for:

- Service set up and ongoing maintenance: resources, environment, safety compliance, tax, consumables, utilities.
- Payment of levies to Council as required. Levies are adjusted annual in line with CPI, affordability and sector benchmarking.
- Compliant insurances (e.g. public liability)
- Ongoing training and professional development.
- Compliance and qualifications: Working with Children Check, Police check, first aid, anaphylaxis, CPR, Child Safe training, transportation of children, annual PD plans.
- Emergency preparedness and fire extinguisher tag check twice a year.
- Car / transportation costs: registration, car seat installation, public transport
- Software subscription: Subscription fees for Harmony and other programs as requested by Council.
- Parent communications and support: fee collection discussion, completion of timesheets and forms, parent newsletter, regular communication regarding child/ren in care.
- Educational program planning: observations, reflections, routines, journals, activity planning.
- Liaising with organisations: Victorian Inclusion Agency, FDCA, Child Protection, Police.
- Community networking: Libraries, play dates, playgroup participation, excursions, incursions, events.



To find out more information or get in touch with us please visit melton.vic.gov.au/familiesandchildren

