



Educator Handbook



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Contacts

Omega Family Day Care Service				
Dandenong Office Tel: (03) 8774 4804 Email: admin@omegacares.com.au Address: 10 Birch Ave Dandenong North VIC 3175		Moe Office Tel: (03) 8774 4804 Email: admin@omegacares.com.au Address: 2/55 Lloyd St Moe VIC 3825		
Director		Augustine Arogun		
Nominated Supervisor/Educational Leader		Adebola Arogun		
Coordinator		Punita Kohli		
Accounting/Coordinator		Aklima Akter		
Compliance Office		John Zhang		
Administration		Lyn Zhuang		
Contact Numbers				
Office		(03) 8774 4804		
Director		0438 376 283		
Nominated Supervisor		0431 405 063		
Department of Education & Training		1300 566 046		
Office Operation Hours				
Mon	Tue	Wed	Thurs	Fri
9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm

Licensed by:

Department of Education and Training
Service Approval Number: SE-40002124

What is Family Day Care?

Family Day Care is a home-based childcare service that is Australian Government approved with supports of a Coordination Unit to meet the standards and the obligations. It offers reasonably priced, flexible childcare that suits the differing needs of individual families and their children.

Our service offers childcare 24 hours a day, 7 days per week. Educators determine their own availability by nominating the hours and days they wish to work.

Educators are not employees of the Service, they are self-employed contractors and therefore they are required to operate and run their own business.

Care is provided in small groups in the Educators home which usually supports strong attachments between the children and educator. The small group also allows Educators to provide highly personalised care and stimulating activities, fostering social, emotional, cognitive and physical development.

Omega Family Day Care Service is responsible for administering supporting and monitoring the program.

The service is required to:

- Ensure that educators are registered, insured and working according to National and State Government Legislation and National Quality Standards
- Monitor, model and support quality care through announced and unannounced visits.
- Support Educators access to playgroups, mentoring and Induction Training as well as ongoing Professional Development.
- Ensure educator Early Childhood Learning Programs are in accordance with the approved Learning Frameworks.

Acknowledgement

Omega Family Day Care Service personnel understand that all Australians share and experience a special country, time and place significant importance on acknowledgement of the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures; and to elders past, present and future.



Our Philosophy

At Omega Family Day Care, we recognise that it is in the early years of development that children form who they are as individuals, the foundation on which children base the rest of their lives on. We offer flexible care where educators look after a small group of children in their own homes, providing a service which can meet the needs of each individual child and their family. Particularly, we are committed to deliver high quality family day care services to families in rural and regional areas in southeast Victoria. We believe that every child should have equal access to our high-quality services including children in the regional area, we will ensure that our regional sub- office/s lead by example.

Our key ideals come from the Principles of Belonging, Being & Becoming: The Early Years Learning Framework for Australia. These are:

- Secure, respectful and reciprocal relationships
- Partnerships with families
- High expectations and equity
- Respect for diversity
- Ongoing learning and reflective practice

Our family day care home provides a learning environment where children can build connections with peers, educators, community, and their natural environment. Our educators plan for children's learning around their interests and their own specific needs, guided by the National Quality Standards, the Early Years Learning Framework and the School Aged Care Learning Framework. This provides opportunities for children to reach their potential, in all areas of their development: physical health and wellbeing, social, emotional, language and cognitive. Each educator uses a variety of strategies to document and interpret the information that they gather to assess children's learning. All our educators aim to provide highest quality outcomes for children.

Omega Family Day Care Service maintains professionalism and upholds the regulations. We are committed to ongoing professional development, and keep abreast of industry happenings to promote current practice and regulations. The Co-ordination Unit members are dedicated to ensuring quality care options for families and children through recruitment of qualified educators and ongoing professional training. We work in partnership with parents, educators, and community to build a positive, respectful, and trustworthy relationship.

Is A Career In Family Day Care Right For You?

To be an Educator with New Futures you must:

- Have an enthusiasm for working with children
- Be the owner or prime occupier of your house
- Be prepared to extend on your skills and childcare knowledge.
- Be quickly accessible by phone at all times children are in care
- Not smoke while providing care to provide an environment free or smoke
- Be in good physical and mental health
- Have a satisfactory Police Record Check and Working With Children Card
- Be prepared to work according to the schemes policies and procedures.
- Have completed Certificate III in Children's Services or actively working towards the Certificate III.
- Be able to communicate, read and write in English.
- Be prepared to do the book keeping involved in managing your own business.



As an Educator you would have the opportunity to:

- Choose working hours to suit your needs
- Earn an income whilst working from home
- Have access to professional development training
- Provide valuable socialization for your own young child/children

- To gain valuable skills in childcare
- Develop professional friendships with parents, other educators, the coordination team and your local community

Start-up requirements

Below is a list of the basic requirements:

- Qualification (Certificate III or Diploma)
- First Aid, Asthma, Anaphylaxis certificate
- CPR training
- Working with Children Check
- Public Liability Insurance
- Police Check
- Driver's License



What Will You Earn As an Educator

High Quality Educators are very sought after and the role of an Educator can be both personally and financially rewarding.

Educators are self-employed small business owner providing care registered with Omega Family Day Care Services. Omega Family Day Care Services sets fee charge rate for the service based on the childcare market price. A notice will be issued to all families to notify parents at least 14 days prior of any change that will affect the fees charged or the way fees are collected.

It is important that educators operate their business in a manner which is fair transparent to all stakeholders.

All Educators are self-employed contractors and required to register for an Australian Business Number (ABN) with the Australian Taxation Office. As a self-employed contractor there are many tax advantages. Taxation is your responsibility and you must ensure that you keep accurate records for this purpose.

The Coordinator can assist with information on how to keep adequate records for taxation purposes.

Induction Training also covers basic bookkeeping and how both the Child Care Tax Benefit and Child Care Tax Rebate payments work and are paid into your bank account every fortnight.

A budget guide for Educators

Either type monthly figures in the yellow boxes OR one figure in the bluebox

Category	Monthly Amount	Annual Amount (x 12)
Mortgage or Rent (if applicable)	\$ -	\$ -
Utilities: (Gas/Water/Electric)	\$ -	\$ -
Motor Vehicle (e.g. fuel, business registration, maintenance)	\$ -	\$ -
Home Repairs/Maintenance	\$ -	\$ -
Telephone	\$ -	\$ -
Other Transportation (tolls, bus, train, etc)	\$ -	\$ -
Insurance (e.g. public liability, motor vehicle, home and contents, income protection, etc)	\$ -	\$ -
Administration (Computer expense, stationery, office supplies, photocopying, folders, etc)	\$ -	\$ -
Excursion and transport costs	\$ -	\$ -
Training costs	\$ -	\$ -
Magazines/Newspapers related to education and care	\$ -	\$ -
Craft Supplies	\$ -	\$ -
Resources and equipment (toys, DVDs, books, etc)	\$ -	\$ -
Interest expenses (credit cards, fees)	\$ -	\$ -
Subscriptions and memberships e.g. FDCA and FDC Service membership, journal subscription, union membership, registration	\$ -	\$ -
Groceries used for care (food, cleaning products, toilet paper)	\$ -	\$ -
Superannuation, sick leave, annual leave	\$ -	\$ -
GST (if applicable)	\$ -	\$ -
Total expenses	\$ -	\$ -
Additional amount you wish to earn		
TOTAL INCOME REQUIRED (Add up annual column)		0.00

Hourly Fee	
Total income required divided by weeks working (48 weeks)	0.00
1 Divided by how many children per hour (4/3)	0.00
2 Divided by hours per week (40/50)	0
3 Fee to charge per hour for standard hour	0

Educator's Remuneration

The educator's remuneration is the amount the family day care service we provide for the care we charge and receive from the families. The service set up the fee charge policy and educators who are independent contractors have the freedom to individually negotiate the hours of operation and other conditions for the care they provide. Most Educators work within this model that enables the educator to operate a viable business.

Educator remuneration and conditions can include:

- Days of work
- Hours of work
- Minimum hours
- Standard hours rate
- Non-standard hours rate
- School aged sessional care rate
- School aged hourly care rate
- Minimum hours for school aged booking
- Bookings for school age care (If the child doesn't use the care that is booked, determine when the parent is liable for the fee)
- Weekend care
- Public holidays. Educators are not required to work on a public holiday and the usual fee applies or a higher fee if you are prepared to work on a public holiday
- Absences and holding rates
- Payment while the child is at kindergarten
- Meals rate
- Travel to and from kindergarten/school rate
- No reductions or refunds for missed care
- A casual rate for parents who wish to extend beyond booked hours
- If there is a vacancy or vacancy pending and the service is unable to fill the position from their waiting list, then the service undertakes to expedite the registration of a child/ren that the educator sources and approved
- Two weeks' notice required for cessation of care



Budget

Two important factors in maintaining and running any business are:

1. Increasing your income
2. Reducing your expenditure



These factors below may be issues that are raised with a family day care service:

Increasing educator remuneration

- What type of care and education do you offer?
- What are your qualifications and experience?
- Do you provide transport to and from kindergarten or school?
- Are library visits and music experiences part of your

program?

- Do you adapt your service to families needs? For example, do you offer breakfast for early bookings?
- Do you participate in ongoing professional development?

Reducing your expenditure

There are two types of business expenses: compulsory and variable.

Compulsory

These are requirements that must be in place to operate a Family Day Care business.

- Liability insurance
- Safety and maintenance of your home
- Phone and utilities
- Legal requirements (Working with Children Check and Criminal History Check) First Aid, CPR, Anaphylaxis and Asthma training. First Aid kits
- Educational equipment and materials
- Program planning materials; folders, display books, camera, pens.
- Housekeeping costs Such as meals, drinks, cleaning.

Variable

These are business expenses that may be useful, desirable or good practice.

- Additional educational equipment
- Reference books and journals
- Program consumables
- Membership of professional organizations
- Gifts for Family Day Care children
- Additional training
- Use of shared domestic appliances
- Other variable expenses

Educators should have a good accountant or a solid understanding of income and expenditure for taxation purposes. Legitimate business expenses will reduce taxable income. For more information: www.ato.gov.au

Small Business Tax Break

Small businesses may claim immediate tax deductions, rather than having to claim those purchases as deductions spread over several years. This is a huge increase from the current instant asset write-off threshold. Any item involved in running a business may be covered by the scheme. Items may be 100% tax deductible if used exclusively for family day care. This is only a benefit to you if you were thinking of buying the item. Consult your accountant if you are considering such a purchase.



How Will Working As An Educator Affect Your Family?

Family Day Care involves your whole family even though you are working from home, you will be expected to provide a professional service. Your family may have expectations that you will have time to tend to their needs, but you will be busy providing full supervision for children in care. You may need to explain to your family when your working day will begin and end.

Your partner or older children may need to consider how they will feel about sharing their home with other children. Young children may also need to be prepared for sharing their toys and, more importantly you with other children.



Your family may also find that health and safety requirements affect them as well. For example, they will have to keep the family pet away from the children in care inside or outside. Any family members or visitors who smoke or drink will not be permitted to do this during family day care hours inside or outside the home.

Talk over your plans with your family before committing yourself. Sometimes a period of adjustment is required as everyone adapts to the new situation. Support is available from the service staff if required. We are happy to visit and discuss

your new career with your family members.

The placement of children

The placement of children with an Educator depends on many variables, including the area in which you live, the learning and care environment you provide, your professional relationships with parents, how many non-school age children you have of your own, and whether you provide food or transport children to and from school. Each of these is an additional fee for families.

Omega Family Day Care Services have guidelines in place to ensure the following levels of priority:

- Priority 1: a child at risk of serious abuse or neglect.
- Priority 2: a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the A New Tax System (Family Assistance) Act 1999.
- Priority 3: any other Child.

Within each category mentioned above, the following Children are given priority:

- Children in Aboriginal or Torres Strait Islander families.
- Children in families which include a person with a disability.
- Children in families on low incomes.
- Children in families with from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.



How many children can you care for?

Approved Educators can care for up to seven (7) children at one time; four (4) under school age. This includes any of your own children under the age of 13 years. Most new Educators just embarking on a career in Family Day Care choose to care for smaller numbers to start off with and gradually build up their numbers.

Educator Selection and Registration Process

Step 1: The Interview:

Once you have made contact with us, we will organise a meeting to discuss Family Day Care and to answer any of your questions. A short interview will follow and we will ask you some questions about your skills and knowledge and what experience you have had working with or caring for young children. An initial application form will also be completed at this interview.

Educator selection is subject to the satisfactory completion of this interview. Not all applicants are considered suitable for a career in Family Day Care.

It is expected that an Educator would:

- Be in good physical and mental health
- Have the personal qualities of maturity, tolerance, flexibility and warmth
- Be aware of the need for confidentiality and be non-judgemental
- Have good communication skills
- Have a genuine interest in the care and development of young children
- Enjoy having young children around
- Have skills to complete the administrative tasks required in legislation
- Have the skills and ability to provide interesting and educational experiences for children

Step 2: First Home Safety Check

The first Home Safety check is for us to assess the suitability of your home and to discuss the safety requirements. A list for follow ups will be provided and we will give you time to do this and provide information and support along the way.

Step 3: Induction Training Sessions

Induction Training begins with an overview of everything that is involved in ensuring your business is set up with an understanding of an educator's obligation under the national legislation and the 7 national quality standards. This includes health and safety requirements, child protection obligations, programming for the development and learning of children, building relationships with children, staff and families, policies and procedures as well records management.

Additional Induction Training is available on topics that go into greater depth on the Education and Care of children and the Early Years Learning Framework and the developing an understanding of running a family day care business.

Step 4: Second and Additional Home Safety Checks

These are follow up visits to ensure all safety requirements have been finalised and your home is ready to welcome children. Where possible this should be when other family members are present to discuss the impact that Family Day Care might have on your family and to get better acquainted.

Expectation of Educators

As an Educator you will be expected to:

- Provide childcare service with a focus on continuous improvement in your work with children and contribute to continuous improvement in how Omega Family day Care Service supports all educators and children.
- Educators must follow guidelines contained in the Policy and Procedure; The Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 and the National Quality Standards.
- Participate in Quality improvement Plans aligned to National Quality Standards
- Provide a healthy and safe environment for children in care at all times.
- Provide varied and stimulating activities that cater to the developmental needs of all children in care and adhere to the Early Years Learning Framework.
- Participate in service activities including In-service training/ playgroups.
- Adhere to all administration guidelines concerning, for example, accurate record keeping, particularly timesheets and incident reports.
- Maintaining professional certifications as required under the law; first aid, CPR, Anaphylaxis, Asthma and clear WWCC, PRC for all adult household members.
- Continued registration as an educator with Omega Family day Care Service is dependent on satisfactory performance as outlined above.



Child Enrolment Records

The approved provider and educator must keep an enrolment record with required information for each child enrolled at the service.

Child Attendance Records

Educator must keep a record of child attendance which:

- records the full name of each child being educated and cared for in family day care residence
- records the date and time each child arrives and departs
- is signed on the child's arrival and departure by either:
 - ✓ the person who delivers or collects the child
 - ✓ if the signature of the person who delivers the child cannot reasonably be obtained, the educator may sign.

Records Available For Inspection

Educators must keep the following prescribed documents at the residence to be made available for inspection by an authorised officer:

- documentation of child assessments or evaluations for delivery of the educational program
- an accident, injury, trauma and illness record
- a medication record
- children's attendance records
- child enrolment records
- a record of visitors to the residence

Educators must take reasonable steps to ensure the accuracy of these documents and ensure that they are made available to a parent of the child on request taking into consideration any court order about the release of information concerning the child to the parent.

When ceasing to be engaged by or registered with the approved provider educators must provide all the documents referred to in the list above back to the service.

Food and beverages

Educator must ensure that children:

- have access to safe drinking water at all times
- are offered food and beverages regularly throughout the day.

If educators provide food or beverages to children educators must ensure that the food or beverages provided:

- are nutritious and adequate in quantity
- have regard to the dietary requirements of the child taking into account each child's growth and development needs and any specific cultural, religious or health requirements

If educators provide food and beverage (other than water) educators must ensure that a weekly menu is displayed and accessible to parents and accurately describes the food and beverage provided.

Particular attention needs to be paid to storing and reheating food brought from the child's home.



Sleep and rest

Educators must take reasonable steps to ensure that children's needs for sleep and rest are met, having regard to each child's age, development and needs. This means that each child's comfort is provided for and there are appropriate opportunities to meet each child's needs for sleep, rest.

Child protection

Omega family day Care Service ensure that all educators and staff at the service who work with children are aware of the current child

protection law and understand the obligations they have under that law. The approved provider will ensure that educators are aware of child protection law and our obligations through training, in house workshops or online training.

Information regarding child protection, including an online training package can be found at [Child Protection Protocol](#).

Emergency procedures

The coordinator is to develop and rehearse emergency procedures with educators. A risk assessment will be conducted to identify potential emergencies that are relevant.

The emergency and evacuation procedures must be rehearsed every three months and those rehearsals must be documented.

A copy of the emergency and evacuation floor plan and instructions must be displayed in a prominent position near each exit at the residence.

Adequate supervision of children

Educators must ensure that the children being cared for are adequately supervised. Educators should know where children in the care are and what they are doing at all times. This does not mean that they are within sight at all times but educators should be able to respond immediately to each child's individual needs and intervene to protect a child from hazards or harm.

Some children may be playing in different parts of the home and educators will need to consider how these children will be supervised. The adequacy of supervision should be determined by a range of factors including:

- the number, ages and abilities of children
- each child's current activity
- areas where children are playing, in particular, the visibility and accessibility of these areas
- risks in the environment and experiences provided to children
- the knowledge of each child and each group of children.

Excursions and regular outings

Excursions are outings organised by educators when the children leave the residence in the company of educators. A routine outing is a type of excursion undertaken regularly. A regular outing means a walk, drive or trip to and from a destination that educators visit regularly for example picking up and dropping off children at school. The circumstances relevant to a risk



assessment will be the same on each outing. Excursions, including regular outings, provide valuable opportunities for children to explore the wider community and extend the educational program. Educators must be mindful of additional risks that may be present. Excursions must be conducted in a way that:

- ensures the safety, health and wellbeing of the children being educated and cared for by the service
- meets the educational and developmental needs of the children being educated and cared for by the service.

Family Day Care Co-ordinators

A family daycare coordinator is a person employed or engaged by an approved provider to monitor and support the educators in a family day care service. The approved provider must ensure that sufficient family day care coordinators are appointed to monitor and support the family day care educators engaged by or registered with the service; and that each family day care educator is adequately monitored and supported by a family day care coordinator.

Family day care co-ordinators are required to:

- assist with the operation of the service
- support, monitor and train the educators of the service.

Educational leader

The approved provider must designate, in writing, a suitably qualified and experienced educator, co-ordinator or another individual as an educational leader at the service to lead the development and implementation of educational programs in the service.

The educational leader spend a significant amount of time with educators to lead the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.

Home Visits for Monitoring and Support of Educators

Omega family day Care Service will monitor each family day educator's compliance with the National Quality Framework to ensure that education and care are provided in a way that:

- ensures the safety, health and wellbeing of the children being educated and cared for
- meets the educational and developmental needs of the children being educated and cared for.

We must also ensure at all times educators are educating and caring for a child, one of the following persons is available to provide support:

- the approved provider or a person with management or control
- the nominated supervisor of the service
- a certified supervisor who has been placed in day to day charge of the family daycare service.

This support includes being available to be contacted by telephone to provide advice and assistance to educators. Furthermore, the approved provider must ensure sufficient persons are appointed as family day care coordinators to ensure that educators are adequately trained, monitored and supported.

Educators should feel comfortable contacting the approved provider to discuss any concerns or questions that may have.

During visits to educator's residence, co-ordinators may:

- exchange information with educators about children in care
- observe the interactions between the children and educator
- work with educator to continually improve the education and care provide for children, including assisting to develop and deliver a suitable program for each child that is based on an approved learning framework, the developmental needs interests and experiences of each child, and designed to take into account the individual differences of each child
- support educators in understanding and contributing to the assessment and rating process and meeting the National Quality Standard
- ensure that persons aged 18 years and over who reside at the residence are suitable to be in the company of children and discuss any changes that may have occurred with these individuals since their last visit
- discuss and plan for any further training and support that may need
- ensure that a record of visitors is kept for all visitors to the residence
- assess the ongoing suitability of each family day care residence
- assist in meeting the obligations and responsibilities under the National Law and National Regulations.

Regular home visits and unannounced home visits by coordinator are arranged by the service.

National Quality Standard

The National Quality Standard sets a national benchmark for the quality of education and care services and is divided into seven quality areas:

- educational program and practice
- children's health and safety
- physical environment
- staffing arrangements
- relationships with children
- collaborative partnerships with families and communities
- leadership and service management.



The National Quality Standard requires education and care services to plan and deliver programs for children based on an approved learning framework. In Victoria, the approved learning frameworks are:

- **Belonging, Being and Becoming:** The Early Years Learning Framework for Australia (for children 0-5)
- **My Time, Our Place:** Framework for School Age Care in Australia (for school-age children)
- **Victorian Early Years Learning and Development Framework** (for children 0-8).

National Quality Framework



The Australian Children's Education and Care Quality Authority (ACECQA) is responsible for guiding the implementation of the National Quality Framework (NQF) at the national level.

The National Quality Framework commenced on 1 January 2012 for long day care, family day care, outside school hour's care and preschool (kindergarten) services.

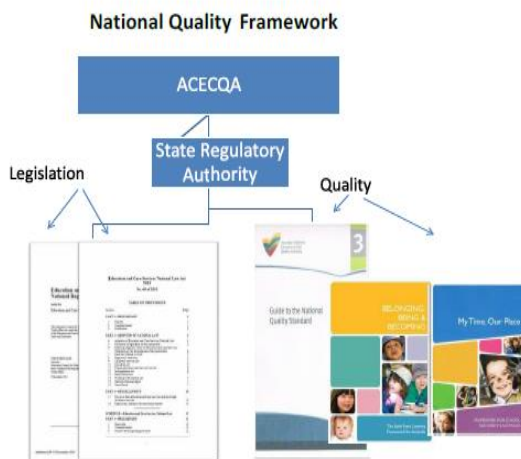
They monitor and promote the consistent application of the Education and Care Services National Law across all states and territories. They also oversee how the National Quality Standard is applied across the country and ensure that services are meeting the new requirements.

The National Quality Standard is linked to the Early Years Learning Framework (EYLF) and there are 7 Quality Areas that guide knowledge skills and practice.

- Quality Area 1: Educational program and practice
- Quality Area 2: Children's health and safety
- Quality Area 3: Physical environment
- Quality Area 4: Staffing arrangements
- Quality Area 5: Relationships with children
- Quality Area 6: Collaborative partnerships with families and Communities
- Quality Area 7: Leadership and service management

More information will be covered in the Induction Training but you may want to take a look beforehand at www.acecqa.gov.au

GUIDE TO THE NATIONAL QUALITY FRAMEWORK



Family Assistance Law

Family Assistance Law is the basis for Commonwealth child care fee assistance, which includes, but is not limited to, the Child Care Subsidies (CCS). Family Assistance Law also provides for the approval of child care services to administer child care fee assistance on behalf of families using the service, and also provides for many other associated matters.

It is important that omega family day care service and educators are clear about our obligations in relation to claiming child care fee assistance and fully understand the respective requirements under family assistance law.

Family Assistance Law provides serious penalties if services do not comply with their obligations. These penalties range from financial penalties to sanctions, such as the suspension of the educator's service or criminal investigation.

More information regarding the obligations in relation to Family Assistance Law can be found on:
<http://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-childcare/family-day-care-0>

Privacy Agreement

Omega Family day Care Service collects stores and uses personal information for the purposes of administering the service. The information is confidential and will not be disclosed to third parties without prior consent, except in specified law enforcement or public health and public safety circumstances.

Policy and Procedure

Every family day care Educator in the service is issued with a policy and procedure manual at the time of registration. The manual details the official policies and procedures of the Service. Educators are expected to abide by the policies and procedures at all times.

Code of Conduct

This Code of Conduct applies to its Committee of Management Members, staff, educators, parents and children. As part of our professional conduct we will abide by the following principles:

Manage any conflicts of Interest

Individuals must maintain their professional integrity by recognising and reporting potential conflicts of interest, for example:

- Financial gain
- Personal knowledge that may compromise the integrity of either party
- Relationship gain

Be fair and respectful in behaviour

- Communicate honestly and openly
- Have access to a grievance procedure'
- Value each person's point of view
- Welcome diversity and engage in inclusive practice

In relation to children ensure:

Above all else, our first responsibility is to children in providing a healthy, nurturing and responsive setting which is both safe and a great learning environment.

Respect rights of children

In appreciation of the special vulnerability of the child our practices will acknowledge the rights of each child and will include the child's right:

- To a voice
- To dignity and respect
- To participation
- To quality experiences whilst in care
- To be a child
- To learn through play

We are committed to respecting and supporting

- All children as individuals with their own individual cultural, social and family backgrounds
- The development of the whole child across all areas
- The competence of each child

In relation to families

- acknowledge and value the uniqueness and diversity of families including cultural and religious beliefs and child rearing values
- acknowledge the rights of each family to confidentiality, privacy, information and participation
- assist families to exercise freedom of choice in accessing quality family day care
- inform families of policies and procedures that relate to all aspects of their participation with the Service
- be accountable to families by adhering to legislative requirements regulating children's services
- be conscious of the key relationships that exist in the work environment and ensure that professional boundaries are maintained

In relation to colleagues

- recognise and respect the dignity and rights of the individual and conduct myself in a professional manner
- practice open and effective communication
- be fair and consistent in decision making within a co-operative framework
- be accountable in my work relationships and value each individual and their contribution

In relation to self as a professional

- be committed to the principles of honesty, respect, trust and integrity in all of my professional practice
- demonstrate and be committed to reflective practices that encompass an awareness of my strengths, limitations and well-being
- demonstrate a commitment to my professional development, knowledge and skills
- own and promote a vision that is child focused and congruent with current best practice



In relation to community

Acknowledge the role of community in setting community standards and articulating community needs and will be responsible to the community by:

- liaison and cooperation with agencies and professions which support children and families
- engaging in culturally appropriate and non-discriminatory practices
- actively promote the service in the wider community
- work within the legislative framework and quality assurance process to promote the wellbeing of children

Final Word

Omega Family Day Care is committed to developing a quality home based childcare service where children's sense of belonging, health, safety, care and education are the prime considerations. We uphold the positive differences that come from working with diverse communities and valuing all cultures and languages. Our role as a service is to

- Support you in establishing your home based childcare business in any way we can
- Regulate and monitor through home visits to ensure the care, safety and education of children is occurring in accordance to the standards set in the national quality framework by the Australian government.
- Market and promote Omega Family day Care Service in the community, to refer families to educators and to maintain post placement follow ups so parents and educators feel confident in placing their children and working within Omega Family Day Care Service.

We welcome your enquiries and look forward to processing your application. Together, Our Goal is:

