

BECOMING AN EDUCATOR WITH KATH DICKSON FAMILY DAY CARE

Becoming an Educator can be a very rewarding and challenging process, and our Family Day Care Coordination Unit is a partner with you throughout this journey.

At the Kath Dickson Family Centre, we pride ourselves in setting high benchmarks in Family Day Care. In order to meet these, the process of becoming an Educator and ensuring you are equipped to adequately work as a professional in the industry, may be lengthy.

During the training there are many outcomes which must be met. At anytime during the process training may be ceased by either party.

The Coordination unit receives the Application Form

- This application form will provide information about your family, your knowledge of children and how you want to operate your business.
- A coordinator will visit your home to have an informal discussion so you are able to make an informed decision about becoming an Educator with our service. Some of the things we will talk about are health and safety, your vision for your service and how you will present your educational environment. If at any time during this visit you or the coordination unit believes the environment or the cost of setting up your own business is not achievable the process may be stopped by either party.

A face to face interview is conducted

- A time will be arranged to meet with you to have a formal interview with up to two members of the coordination team.
- We attempt to make the interview as comfortable for you as possible so we can gather information in relation to your knowledge and beliefs about early childhood practice and the responsibilities of you as a professional educator.
- The interview is marked against a set of criteria to determine your suitability to continue with the training process. If you have not met the criteria through the interview process your application will not continue. You will be contacted by the coordination unit via phone, e-mail or letter to inform you if you have been successful or not.
- If you have been successful up until this stage of the process, we will begin the training with you and set a plan for you to work with.

Your training plan will begin

- Some training will need to be conducted face-to face. This may be done at the office or on home visits, it may be individual or in groups. The coordination unit will use the information gained at the initial interview process in order to individually tailor your training. There are matters that are specific to Family Day Care, so even if you already have some early childhood background you may still require additional training.
- If you identify any areas where you would like additional information please let us know. We want to provide you with all the information you require to feel competent in your new role.

Whilst the coordination unit will make every effort in your training, a basic understanding of the requirements of your role will need to be met in order for the process to continue.

There are service and Regulatory requirements that must be confirmed before you can begin to operate.

- Up to date First Aid, CPR, Anaphylaxis and Asthma Management by an approved authorised entity.
- Current Positive Notice Blue Card for you and all adult occupants.
- Current Public Liability Insurance.



- Current driver's licence and safety certificate for your vehicle (if applicable).
- Reference checks.
- A letter will be given to you to take to your Doctor to get a reference in regard to your medical, psychological and physical health.
- You will need to own an operational computer and printer with the capacity to scan.

Throughout the training operational standards need to be confirmed in order to ensure the process is able to continue.

- A child care business requires that good hygiene practices are in place and able to be continued on a daily basis.
- Running your own small business requires that a basic standard of paperwork is able to be maintained.
- Good communication and appropriate language between all stakeholders needs to be a foundation of your business.
- A professional attitude needs to be maintained at all times towards your business and the Kath Dickson Family Centre. Word of mouth will be your best promotional tool so that your business continues to grow and flourish.

Fundamentally:

- Family Day Care is governed by the Education and Care Services National Law Act 2010, the Education and Care National Regulations 2011, National Quality Standards and Service Policies. These processes are put in place to provide children with high quality care. The coordination unit's role is to support your child care business to provide the best possible care.
- Child Care Benefit is available from the Government to 'approved services' that maintain the National Quality Standards. As such, part of a coordinators role is to monitor the way you conduct your business to ensure it consistently meets all standards.

Your full Home Health and Safety assessment will be conducted.

- If all other requirements have been consistently met throughout the process and all necessary documentation is obtained, then the final home health and safety can be done.
- The coordination unit will do a full assessment of your environment to make sure it complies with all safety requirements before you begin to operate.

A meeting will be required with the family members, especially the partner and any adults living at the home.

- This will be a time to discuss the impact that running a child care business from your home may have on your family, and how they feel about that.
- Any business that is run from home has the ability to impact on the family. This is a time to be open and honest about what can and can't be dealt with, and how to do it in a positive way to benefit everybody.
- There are many things to consider and sometimes the impact can be too much for your business to run successfully and professionally, and the process would need to discontinue.

The coordination unit has the right to stop the process at any stage if you are not showing the requirements needed. You have the right to stop the process at any stage if you feel you no longer wish to continue.

By conducting this thorough process, the coordination unit prepares you to run a professional and well resourced business. You will be made aware of the quality standards required by Early Childhood Education and Care businesses. You will have processes in place to begin your journey to shape the next generation of little lives.

Ready to take the next step?

Complete the online enquiry form at www.kdfc.com.au/become-an-educator or give us a call on 1300 336 345.

KATH DICKSON FAMILY CENTRE

2 Lawrence Street, Toowoomba QLD 4350

1300 336 345 | info@kdfc.com.au | kdfc.com.au



KathDicksonFamilyCentre

