



YMCA WA Family Day Care
Educator Information





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OUR BELIEF

We believe in the power
of inspired young people.



INTRODUCING YMCA WA FAMILY DAY CARE



Thank you for your interest in starting your own Family Day Care Business through the YMCA WA Family Resource Centre. Our service covers a large rural and metropolitan based area, with our office located in Busselton where we support both Family Day Care and In Home Child Care services.

Family Day Care is aimed primarily at children aged 0-12 years of age. It is a flexible service that caters to the needs of Educators, young children and families. Child care can include full time, part time, occasional, weekends and evening.



Our mission is to provide opportunities for children and young people to grow in body, mind and spirit.

Our vision is to ensure communities are connected, inclusive and vibrant and children and young people are developing and participating.

This booklet is designed to provide you with all the necessary information to ensure your involvement with our service is an informative and positive one.

Please feel free to contact us should you have any queries or feedback regarding your interest in becoming a Family Day Care Educator.

CONTACT US

Office: U3/21 Cammilleri Street, Busselton WA 6280

Postal address: PO Box 1201, Busselton WA 6280

Office hours: Monday – Friday 8.30am – 4.30pm

Phone: 9752 4033

Email: info.frc@ymcawa.org.au

OUR PHILOSOPHY



YMCA WA CHILDREN'S SERVICES PHILOSOPHY

We believe each child is unique, capable and curious, with the inbuilt strength and tremendous potential to be the master of their own learning. YMCA's Children's Services philosophy is based on:

Building capacity

YMCA WA has a role in building the capacity of those whose lives we touch and work with.

Developing the whole child

YMCA WA strives for the highest quality education and care, assisting each child to maximise their learning outcomes.

Providing high quality, evidence-informed practice

YMCA WA enables children to identify their own learning interests and needs and supports them as they develop and grow.

YMCA WA FAMILY DAY CARE

The YMCA WA Family Day Care Service is approved by the Commonwealth Government which allows eligible families to access Child Care Subsidy to reduce their child care fees.

We are an Approved Service Provider under the "National Quality Framework". Within the National Quality Framework is the National Quality Standards – a national benchmark for all service types including Family Day Care. All our services are assessed and rated to ensure children enjoy the best possible outcomes.

In addition to the National Quality Standards child care services follow the Education and Care Services National Law (WA) 2012 and the Education and Care Services National Regulations 2012.

Further information can be found at www.acecqa.gov.au

Family Day Care Educators are required to follow the registration process and must work to the same standards as all other licensed child care services in Australia.

YMCA WA is committed to modelling best practice for Family Day Care Educators and families to ensure children have access to premium quality child care.

FREQUENTLY ASKED QUESTIONS

HOW DOES FAMILY DAY CARE WORK?

Family Day Care is an approved child care service that provides education and care in a home setting, creating a safe, secure and welcoming child friendly environment that will support the development and learning of young children.

Family Day Care has a requirement of a maximum of 7 children to be educated and cared for, (no more than 4 children under school age) educators own children must be included in the ratios.

The Registration and Membership certificate is issued by the YMCA WA Family Day Care service.

HOW DOES IN VENUE CARE WORK?

In Venue Child Care is modelled on Family Day Care, the biggest difference is the approved premises does not have to be the Educators home, it can be a room on the Educators premises, school class room, a room in a community centre or an offsite location.

Educators are required to apply to the Education and Care Regulatory Unit and ensure criteria such as child ratios and other regulatory requirements are met.

WHY DO PARENTS LIKE TO USE FAMILY DAY CARE?

Family Day Care offers a flexible and personalised service. The small numbers allows Educators to keep in touch with and respond to the child's and the family's individual needs.

DO FAMILY DAY CARE EDUCATORS NEED CHILD CARE QUALIFICATIONS?

Family Day Care offers a rewarding career path for Family Day Care Educators. All Educators must have or be working towards a Certificate III in Children's Services.

The YMCA WA Family Day Care service requires all Educators to complete the YMCA Family Resource Centre training and induction process.

WHERE CAN I ACCESS MORE INFORMATION REGARDING FAMILY DAY CARE?

For more information browse the following websites:

www.ymcawa.org.au

www.familydaycarewa.com.au

www.familydaycareaustralia.com.au

WHAT SUPPORT IS AVAILABLE TO ME?

The YMCA WA Family Day Care Service provides comprehensive support to Educators to set up their own business.

YMCA WA Support Staff will assist prospective Family Day Care Educators through the registration and membership process and offer ongoing support, including home visits, play sessions, resources and training, electronic information, phone support and payment of Child Care Subsidy.

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We will nurture and care for the complete child allowing them time to explore and cultivate their own learning and interests in their own time.



WHAT WE PROVIDE



SUPPORT VISITS AND MENTORING

One of the central features of Family Day Care is the monitoring of the child care being provided. YMCA WA Support Staff visit each Family Day Care home regularly to mentor and observe Educators in an informal manner, while recognising and respecting the individuality of your family home and assist in the provision of providing quality child care.

Support visits are conducted by experienced YMCA WA Staff qualified in children's services, and consist of:

- An exchange of current and relevant information, and days and hours of care
- YMCA WA Service Staff role model quality child care practices and use positive guidance where necessary
- Exchanging resources from our YMCA WA Toy and Resource Library
- Discussing queries and concerns regarding all children in care

PLAY SESSIONS

The YMCA WA Family Day Care Service holds play sessions for Educators. Home play sessions are offered and available to Educators on request. Both sessions are facilitated by qualified YMCA WA staff and are programmed according to the individual and group needs.

Play sessions can benefit Educators and provide an excellent opportunity to:

- Acquire new and interesting ideas for play and learning experiences
- Network with other Educators
- Observe strategies for interactions with children
- Develop and implement behaviour guidance techniques

- Discuss any queries and concerns with service staff
- And have FUN!!

TOY AND RESOURCE LIBRARY

YMCA WA has an extensive toy and resource library available for Educators to access as an extension of their service and programme.

Toy libraries are located in Busselton, Bunbury and Perth Metro for Educators to use free of charge.

EDUCATOR TRAINING AND DEVELOPMENT

It is compulsory all Educators successfully complete the YMCA WA Family Day Care Service 'Training and Development' course prior to becoming a member with the YMCA WA service.

This ensures all Educators have a good depth of knowledge to provide:

- Stimulating and safe environments
- Nutritious food options
- Ability to programme for all children's needs
- A good knowledge of Child Care Subsidy and transporting

We offer Educators regular training through a range of other training agencies, as well as business nights to keep you up to date with current trends and extend networking opportunities.

SOUNDS GREAT... WHAT'S MY NEXT STEP?



LOCAL GOVERNMENT APPROVAL:

Phone your Shire or City Council Office and ask for their requirements regarding Local Government Approval, some areas now do not require Family Day Care Educators to have approval but they may have specific requirements in relation to the Food Act 2008.

TAX GUIDE

Visit the Australian Tax Office (ATO) at www.ato.gov.au or talk with your accountant to ensure that you are able to:

- Understand the tax obligations of your Family Day Care Business
- Claim all allowable deductions and maximise your tax return

FAMILY DAY CARE AUSTRALIA MEMBERSHIP

Family Day Care Australia (FDCA) is a member owned national organisation who provide members with many services, such as insurance products, family day care magazine, marketing material, and much more.

FAMILY DAY CARE AUSTRALIA INSURANCE

Educators are required to hold Public Liability Insurance for \$10 million. Family Day Care Australia (FDCA) offers a one-stop shop for insurance products that will protect your business. You are not obliged to use FDCA.

SET UP COSTS

YMCA WA's annual Membership is \$300.00 (ie. approximately \$5.77 per week).

Educators are charged a levy per hour of child care provided. Our support staff can provide further information on this.

There are other fees associated with setting up your environment such as:

- Providing resources
- Shire approval
- Ensuring you meet fit and proper requirements

WHY CHOOSE YMCA?

- We have a dedicated team of qualified staff who support Educators 24 hours a day, 7 days a week
- Our Family Day Care Service is well established in local communities across the state
- YMCA WA is an approved service by the Federal Government to administer Child Care Subsidy on behalf of families
- We provide playgroups to assist with socialisation and emotional development of all children
- We provide a large Toy and Resource Library to Educators supporting the implementation of the program
- All Educators are provided with opportunities for ongoing training to keep skills and qualifications up to date
- Our staff are passionate about the provision of high-quality child care
- YMCA WA is accredited as a child safe organisation by the Australian Childhood Foundation. Providing peace of mind to families and educators that the YMCA WA places child safety as its number one priority



THE APPLICATION PROCESS

YMCA WA FAMILY DAY CARE SELECTION CRITERIA FOR MEMBERSHIP

All Family Day Care Educators applying for membership must become a financial member and agree to abide by the Service Policies and Membership Agreement.

EXPERIENCE

The Educator should have a working knowledge of children aged from 0-12 years of age, good communication skills and the ability to manage small groups of children in a home environment.

Educators must be able to provide children in their care with developmentally appropriate experiences and opportunities in a safe, hygienic and physically appropriate environment.

Educators must be able to manage a small business.

RESPONSIBILITIES OF THE FAMILY DAY CARE EDUCATOR:

- Be able to maintain constant supervision of the children in care
- Provide developmentally appropriate programme to the children in their care
- Have a working knowledge of children aged from 0-12 years of age
- Provide a safe and hygienic physical environment
- Maintain a smoke, drug and alcohol free premises during operational hours
- Follow the YMCA WA Safeguarding Children and Young People Policy and Procedures
- Record and maintain accurate records
- Promote healthy eating
- Keep families and the service informed of any changes that may affect the running of the service
- Show a willingness to be a participatory member of the YMCA WA Family Resource Centre
- Abide by the regulations of the Education and Care Services National Regulations 2012 and the Education and Care Services National Law (WA) Act 2012
- Possess good communication skills
- Be able to manage their own small business
- Maintain confidentiality
- Maintain financial membership
- Maintain the YMCA WA Family Day Care policies and membership agreement

ESSENTIAL CRITERIA OF A FAMILY DAY CARE EDUCATOR:

- Minimum qualification of Certificate III in Children's Services or be working towards it
- Provide a minimum of 30 hours child care per week; between Monday and Friday. Exceptions require approval
- Have experience in child care
- Hold a current First Aid Certificate
- Hold a Federal Police Clearance (no more than 6 months old at the time of application)
- Hold a current Working with Children Card
- Have Current Public Liability Insurance
- Be able to provide a medical certificate
- Successfully complete the YMCA training requirements
- Meet all requirements as per the regulations to hold a Certificate of membership and registration with YMCA Family Day Care

DESIRABLE CRITERIA

Work outside core hours
(core hours being 7.30am – 5.30pm Monday - Friday)



Did you know
YMCA Globally is
175 Years Old



1908
Established in WA

Our **Mission**



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To provide opportunities for children and young people to grow in body, mind and spirit

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Any surpluses YMCA WA make are reinvested into youth and community projects and programs



Over 100
services and
programs
statewide

We employ over
300 Young People
25 and under



YMCA Operates in
119 countries - reaching over

58 Million
people worldwide



3 Million +
Participants each year



Delivered
230
Services



92% of people
satisfied with
YMCA WA
services

* Based on 2018 stats

OUR APPROACH TO LEARNING

The YMCA 'Approach to Learning' is inspired by our philosophy which means we try to provide:

- Environments that are welcoming, stimulating, challenging, provide open ended opportunity for the children
- Meeting times – an opportunity to share knowledge, information and the possibilities of their time with us
- Group opportunities to encourage collaboration between the children, using music, stories, puppetry and singing
- Space to embrace and encourage creativity in all possible ways, including painting, clay, wire work and cutting

Instead of activities to keep children busy, there will be experiences, explorations and provocations that offer children the opportunity to learn, challenge their ideas and theories. We concentrate more on their learning process rather than the finished product. It's all about the 'doing', not what they have at the end.

Documentation gives a glimpse into children's activities, illustrating how we help facilitate their learning and encourage their development.

WE ARE HERE TO HELP

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Discover More



Connect with us!



ymcawa.org.au



YMCA WA Family Day Care



[ymca_wa](https://www.instagram.com/ymca_wa)