

APPLICATION PROCESS

Stage One- Application

- Educator application form and completed medical certificate is returned to the co-ordination unit
 - Home Interview and Environment Assessment conducted by co-ordination unit
 - Safety information provided
 - Landlord notification letter provided to coordination unit if applicable
 - Probity Check documents and ID provided to coordination unit
 - Referee Checks conducted by coordination unit
- If successful applicant will be contacted for Stage 2

Stage Two - Assessment

- Assessment Outcome; Preferred Applicant letter; Risk Assessment document; AHM Probity Check Documents; Family Booklet with questions sent to applicant
- Preferred applicant document signed and returned to Coordination Unit with Probity check for adult household member
- Development application submitted to council if property is located in a bushfire zone

Stage Three - probity

- Educator & AHM to apply for national Criminal History check
- Probity Check for Prospective Educator & AHM sent to Commission of Children & Young people & cleared
- National Criminal History clearance received for educator and all other Adult Household Members

Stage Four – Education (Regulations and Quality Assurance books provided to applicant)

- Essential Training information completed
 - Policy
 - Safe Sleeping
 - Children's Health & Safety
 - Introduction to Child Protection
 - Challenging Situations
 - OH&S
 - Child Development
 - Management of Children's Behaviour
 - Routines and Learning Journeys
 - Inclusive Practice
 - Communication
 - Professionalism
 - Excursions
 - Quality Assurance
 - Nutrition & Food Safety
 - Asthma, Allergies & Anaphylaxis
- Professional Resources and documents given
- Letter of introduction given for visit to operating Educator / Local "Buddy"
- Educator to organise visit to operating local "buddy" & Playgroup visit

Stage Five - Business meeting with coordinator

- Public Liability information given (referrals & interviews to families can be made after insurance has been paid)
- Provide co-ordination unit with independent fee schedule
- Business Folders given with Business and Book Keeping Training (1:1)
- FDC forms explained (bring a USB storage device eg. Thumb drive)
- Family Day Care Educator booklet

Stage Six - Finalisation

- Workplace Risk Assessment conducted & finalised – four (4) weeks prior to commencing
- Public Liability Insurance Paid
- Current First Aid Certificate submitted to the co-ordination unit
- Family Day Care Agreement signed at Final Interview
- Registration Certificate provided – Congratulations!!
- QA Practices & EYLF information given

Stage Seven – Start-up (covers approximately 12 weeks after first child commences in care)

- Introduction to Support Team
- Competencies completed