



# Holistic

A P P R O A C H F D C

# EDUCATOR HANDBOOK

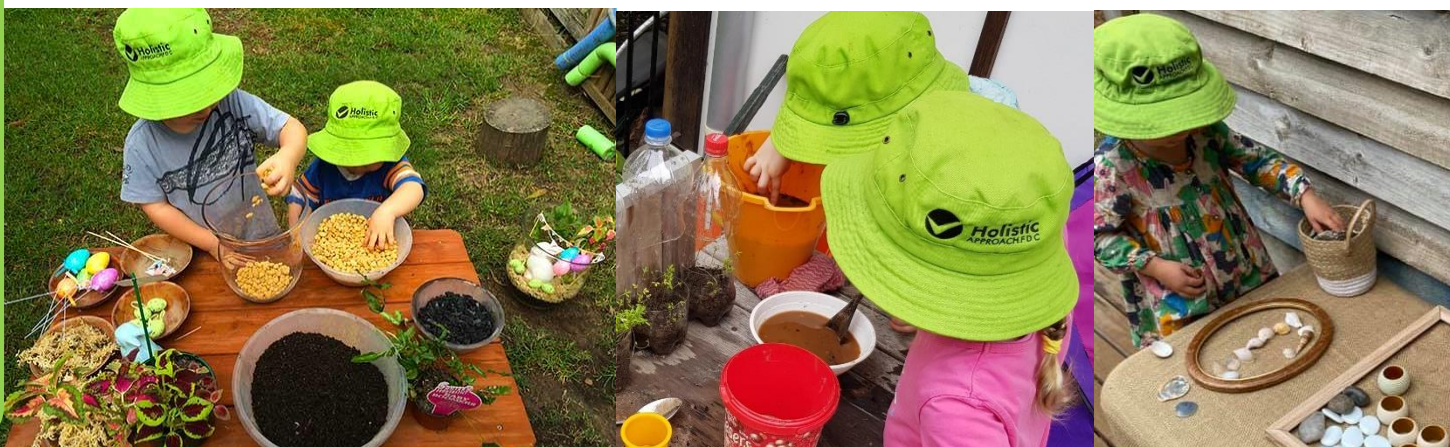
**'A scheme that works for its educators.'**

Holistic Approach Family Day Care Scheme CEO:

Sarah Westworth

Phone: 0439 224 712

Email: [sarahw.hafdc@outlook.com](mailto:sarahw.hafdc@outlook.com)



### WHAT IS FAMILY DAY CARE?

A Family Day Care Service is a network of professional educators providing Education and Care in their own homes or venue for children aged 6 weeks to 12 years of age. With the assistance of Holistic Approach Family Day Care educators will be supported in setting up their own business plan and registering with the Family Day Care Scheme.

Holistic Approach Family Day Care Scheme is licensed under the Education and Care Services National Regulations (2011). We are required to comply with the National Quality Framework.

Funding is also available to families through Family Assistance Office in the terms of Child Care Subsidy.



### OUR PHILOSOPHY

Holistic Approach Family Day Care Scheme believes that the most important parts of any family day care educator setting are 'children's and families voices', educator' philosophy and the learning environment!

Supporting a strong sense of identity is our educators' primary role; to acknowledge and empower children and their families in a nurturing and educational home setting. We believe both children and educators are capable, competent and active learners, and important contributors to their community. Through secure, respectful and reciprocal relationships, children develop a strong sense of *belonging* which is central to *being* and *becoming*, allowing them to be full and active members of society (Department of Education, Employment and Workplace Relations, 2009).

We believe in the importance of looking at the child from a holistic and inclusive perspective. Holistic



Approach FDC believes only in co-programming (co-curriculum) which holistically involves children, families and the community in both, the planning and reflection, processes. It is not the volume of our documentation but it is variety, holistic approach, meaningful displays and most importantly its continuous evolvement that matters the most.

Connection to the land is a critical factor for each individual educator and children cared within their homes as it is different and unique depending on the location throughout Australia! Children have the right and need to feel connected and secure within their family day care environments! It is our responsibility to support children by acknowledging our past, be in the moment and set achievable goals for the future!

'Becoming confident involved learners: We believe in the holistic child and the importance of scaffolding as educators. We believe learning environments should be reflective of children's interest, welcoming spaces that support learning and at the same time are flexible' (DEEWR, 2009). The indoor and outdoor environments are integrated and the physical space invites children to explore and make choices independently or with others.



We believe that the role of the management team is to empower, respect, guide and practically support educators in maintaining, evolving or changing their practices. It is important for all our educators to have a clear understanding and expectation of Holistic Approach FDC management team to create simple systems, provide immediate support, adopt innovative approaches and celebrate achievements (via critical reflection).



Holistic Approach FDC strongly believes in the power of magical moments family day care educators create via simple 'being in the moment' approach as well as learning journeys and extensive project based learning.

Holistic Approach FDC believes it is important to deliver interesting, motivating and flexible training opportunities. (multimedia to be actively used in training deliveries by using 1 on 1, group, Skype and webinar, teleconferences, etc.)

### **QUALIFICATIONS REQUIRED**

- First Aid certificate HLDTAID 004 (ACECQA Approved)
- Training in Asthma and Anaphylaxis Emergency Management (ACECQA Approved)
- Certificate 111 in Early Childhood Education and Care (2021- in Victoria this course is fully Government funded) <https://www.education.vic.gov.au>
- Child Protection training <https://insafehands.net.au> –
- Previous experience working with children is desirable
- COVID 19 Infection Control Training – <https://www.health.gov.au> Working with children check (relevant states).
- National Police Check
- Food Safety certificate  
 QLD – <https://www.imalert.com.au>  
 VIC – <http://dofoodsafely.health.vic.gov.au>  
 TAS – <https://www.dhhs.tas.gov.au>



Your National Field Coordinator is available to discuss the above & direct you to possible training organisations & links.

### **NUMBER OF CHILDREN YOU CAN CARE FOR**

The number of children you can have in your premises at any one time is determined by the National Education and Care Regulations.

Educators working in Family Day Care can care for a maximum of 7 children at any one time. This is made up of no more than four (4) children of preschool age or if the children are being educated & cared for at a residence, the educator's own children & any other children at the residence are to be taken into account. (Education & Care Services National Regulations).



# Holistic

APPROACH F D C

## WHAT ARE THE BENEFITS OF BEING AN EDUCATOR WITH HAFDC?

- Understanding and support educator's niche / strengths and point of difference in the market.
- Support with "individual business plan."
- Mentoring support from our experienced National Field Coordinators.
- Tailored support systems including:
  - Documenting More by Writing Less
  - WH&S Guidance
  - NQF assessment.
  - Support in setting up your environment.
  - Sustainability support.
- Support with children with additional needs.
- Electronic access to policies and procedures
- Electronic copy of EYLF / My Time My Place
- Electronic copy of Regulations/ Act
- Electronic guide to EYLF
- Electronic staying Healthy in Child Care.
- All compliance posters
- Annual networking & professional development conference

Most importantly you get the commitment & service delivery you deserve. Your views & opinions are respected & the dedication by all staff to fulfil your expectations is a priority.



## **SELF EMPLOYED:**

Family Day Care Educators are classified self-employed and are responsible for their own taxation requirements and payments.

National Field Coordinators can support you in some areas of business but individual tax advice is recommended.

Family Day Care Educators are required to obtain an ABN from the Taxation Department and have a PRODA (Provider Digital Access) Number – <https://www.servicesaustralia.gov.au>

Australian Tax Office – 13 28 66 [www.ato.gov.au](http://www.ato.gov.au).



No small business can operate without some degree of paper work and FDC is no different. It is important to keep on top of your paper work especially as it may not be your area of expertise.

You will be provided with training in the administrative requirements. Educators are required to take out Public Liability Insurance prior to registering as an educator.

There are a few options for insurance, Family Day Care Australia is a great starting point [www.familydaycareaustralia.com.au](http://www.familydaycareaustralia.com.au)

## **YOUR FEES:**

As a self-employed educator you are able to set your working conditions in conjunction with Holistic Approach FDC. This includes the days / hours / nights you wish to work. The process of creating a fee schedule and agreement between families and Holistic Approach FDC will be explained during your training. This training will also explain about Child Care Subsidy (CCS) responsibilities and fee collection process.

***Holistic Approach FDC collects fees directly from families and pay Educators weekly.***

## **SCHEME FEES AND CHARGES:**

<b>PARENT LEVY</b>	\$1.80 PER HOUR PER CHILD (ATTRACTS CCS)
<b>PROFESSIONAL SUPPORT LEVY</b>	\$30.00 PER WEEK (MINIMUM OF 50 WEEKS)

### **SOME SET UP COSTS TO CONSIDER:**

<b>Educator's registration fee:</b>	Nil Registration Fee Educators are required to purchase and maintain a CCMS Approved Software system in Hub Works (approx.. \$220 annually) <a href="http://www.hubworks.com.au">www.hubworks.com.au</a>
<b>Public Liability Insurance:</b>	Individual costs will vary depending on policy chosen (approx. \$500-\$600). Contact FDCA website
<b>First aid/ anaphylaxis training:</b>	Please check with appropriate training organisation and ensure you check with Holistic Approach that it is approved.
<b>First aid kit:</b>	A fully stocked first aid kit is required (refer to HAFDC First Aid Kit Checklist)
<b>Working with Children Check and National Criminal History Check:</b>	Varies for each state. From Approx \$80 - \$110 each
<b>Appropriate Fire Equipment:</b>	Fire extinguisher, fire blanket, smoke detectors
<b>Resources</b>	Toys, equipment, cots, bedding, car seats. See equipment list pages 13-16

### **WORKING WITH CHILDREN CHECKS**

All educators and family members over 18 years of age are required to complete a "Working with children check", appropriate to state specific. Please speak to our National Field Coordinators in relation to your WWC to ensure this process is complete as soon as possible.



### **PROFESSIONAL DEVELOPMENT**

The Education and Care industry is about critical reflection and evaluating the practices. Changes are occurring all the time requiring educators to be flexible. To ensure educators with Holistic Approach Family Day Care have current knowledge ongoing training & professional development opportunities will be offered. Holistic Approach Family Day Care will encourage educators to actively participate in training by sending links to online training courses & other professional development opportunities within their relevant area.

**GOVERNANCE OF OUR SCHEME**

**MEET YOUR SUPPORT**

Sarah Westworth	<b>Approved Provider CEO/Nominated Supervisor</b>	National Field Consultant
Mandy Fichera	<b>General Manager</b>	National Field Consultant
Kylie Sinclair Andrea Atkins	<b>Administration</b>	National
Kathy Spencer	<b>Accounts</b>	National
Sarah Hyde	<b>Field Consultant</b>	Vic/Tas Field Consultant
Tammy Vargas	<b>Field Consultant</b>	Queensland Field Consultant
Casey Dowd	<b>Field Consultant</b>	Queensland Field Consultant
Rachel Fraser	<b>Educational Leader</b>	National

**EDUCATOR INDUCTION**

The role of Holistic Approach Family Day Care Scheme is to recruit and train potential educators. A thorough induction process is provided to ensure educators are aware of their role and responsibilities while working as a Family Day Care Educator with Holistic Approach Family Day Care. Induction training will be provided to all new educators with training provided in relation to:



- Child Protection
- Work Health and Safety
- Policies and Procedures.
- Documentation
- Business planning
- Administrative Training
- Stimulating Learning Environments
- Behaviour Guidance Training

HAFDC management will go through the induction with you, answering all of your questions.



## **HOLISTIC APPROACH FAMILY DAY CARE SCHEME POLICIES AND PROCEDURES.**

All educators registered with Holistic Approach FDC Scheme will be provided with clear policies and procedures (in digital format available on our website) Educators are expected to become familiar with these policies and procedures and abide by these when operating as an educator with Holistic Approach FDC.



## **CODE OF CONDUCT**

All permanent and relief educators and all other staff members agree to abide by this code of conduct. Whilst the Approved Provider/ Nominated Supervisor are ultimately responsible for ensuring the code of conduct is adhered to, all educators and other staff members will assist in maintaining the code.

## **CONFIDENTIALITY**

All staff and educators will ensure that they maintain and respect each individual's right to privacy and confidentiality.

Information regarding families and children's needs will be shared between the educator and Holistic Approach Family Day Care Scheme Coordinators in the best interest of the child.

That permission to share information will be sought from parents except in child

protection matters.

The use of public media is restricted to promotional advertising & networking only & is monitored by your National Field Coordinator. When using public media educators are encouraged to maintain a high regard for professionalism at all times.

### **CONFLICT OF INTEREST**

Individuals must maintain their professional integrity by recognising and reporting potential conflicts of interest. Such incidents may be reported to your National Field Coordinator or the General Manager (Mandy Fichera).



### **CARE OF CHILDREN**

The Approved Provider/Nominated Supervisor, educators and other staff members must, in relation to each child, at Holistic Approach Family Day Care Scheme, ensure that:

- a) The health, welfare, and progress of the child are promoted, and
- b) The child is provided with a range of activities designed to promote social, emotional, cognitive, cultural and physical development, and
- c) The child is (where appropriate) provided with regular and varied meals and refreshments, having regard to the child's age and to community practices, and
- d) The child is provided with educational and recreational activities (both on an individual and a group basis) that are suitable and adequate for the needs and interests of the child.



### **SUPERVISION OF CHILDREN**

The Approved Provider/ Nominated Supervisor and Educators must ensure that children at Holistic Approach Family Day Care Scheme are adequately supervised, having regard to their ages, physical and intellectual development by an educator at all times.

The Approved Provider/ Nominated Supervisor must ensure that no educator is allowed to supervise children unless the educator:

- a) is sympathetic to the welfare of children.
- b) has adequate knowledge, understanding and experience of children so as to be capable of meeting their needs.
- c) is able to adequately care for and supervise children.
- d) is of suitable age, health and personality to care for children and
- e) is of good character.
- f) has received suitable training in the proper care of children.

### **SLEEPING ARRANGEMENTS**

The Approved Provider/ Nominated Supervisor and educators must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the Service are met having regard to the ages, developmental stages and individual needs of the children. The Approved Provider/ Nominated Supervisor and Educators must ensure that:

- a) Each bed or cot for children at the education and care service is equipped with a clean and comfortable mattress and bed clothing that is appropriate to the climate.
- b) All bed clothing is kept clean and in a satisfactory condition.
- c) No child sleeps in the same room as an adult.



### **INJURY & ILLNESS**

If a child is injured or becomes ill or suffers a trauma while at Holistic Approach Family Day Care Scheme the Approved Provider/Nominated Supervisor, Educators, other Staff members and/ or volunteers must follow the policies and procedures of the scheme.

### **ADMINISTRATION OF MEDICATION**

The Approved Provider/Nominated Supervisor, National Field Coordinators and Educators must ensure that a child must not be given medication unless:

- a) that administration is authorised.
- b) the medication has been prescribed by a registered medical practitioner, from its original container bearing the original label to whom the medication is to be administered and before the expiry and use by date.

## **FIRST AID KITS**

The Approved Provider, National Field Coordinators and Educators must ensure:

- a) that there is a suitable and fully stocked first-aid kit at the education and care service .
- b) that at all times the educator holds an approved qualification in the administration of first aid.
- c) that all first-aid equipment, medicine, drugs and other substances potentially harmful to children are inaccessible to children.
- d) HAFDC will issue educators a checklist of the basic first aid contents.



## **DISCIPLINE OF CHILDREN**

The Approved Provider/Nominated Supervisor and all staff/ educators must ensure that each child at Holistic Approach Family Day Care Scheme:

- a) is given adequate positive guidance towards socially acceptable behaviour, and
- b) is not subject to or threatened with:
  - any form of punishment.
  - any punishment that takes the form of immobilisation or force-feeding.
  - any punishment that is intended to humiliate or frighten the child.

## **CHILDREN NOT TO PERFORM UNREASONABLE DUTIES**

The Approved Provider/ Nominated Supervisor National Field Coordinators and all other members of Staff must ensure that a child at Holistic Approach Family Day Care Scheme is not required to perform duties that are unreasonable, having regard to the child's age, physical, and intellectual development.

## **CHILDREN NOT TO BE RELEASED INTO THE CARE OF STRANGERS**

The Approved Provider/Nominated Supervisor and all Educators must ensure that no child leaves Holistic Approach Family Day Care



Scheme in the care of any person other than:

- a) a parent of the child.
- b) an authorised nominee named in the child's enrolment record.
- c) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.

**Notification of Death**

The Approved Provider must notify the death of a child at the Education and Care Service to the Regulatory Authority as soon as possible and within the 24 hours of the incident.



## FAIR AND RESPECTFUL BEHAVIOUR

Holistic Approach educators are to communicate honestly and openly. We value each person's point of view. We welcome diversity and engage in inclusive practices.

## RIGHT AND RESPONSIBILITIES

Out of respect for children our Scheme's practices will acknowledge the rights of each child and will include the child's rights to:

A voice

Dignity and respect

Participation

Quality experiences whilst in care

Be a child

Learn through play



## USEFUL WEBSITES

**Holistic Approach Family Day Care**

[www.holisticapproachfdc.com](http://www.holisticapproachfdc.com)

**Family Day Care Australia**

[www.familydaycare.com.au](http://www.familydaycare.com.au)

**ACECQA**

[www.acecqa.gov.au/](http://www.acecqa.gov.au/)

**Kidsafe**

<http://www.kidsafensw.org>

**My Child**

<http://mychild.gov.au>



### **HOW WILL I KNOW IF MY HOME IS SUITABLE?**

The only way to know for sure if your home/venue is suitable is to invite a Coordinator from Holistic Approach Family Day Care into your home/venue so we can do an initial assessment. We are more than happy to visit at a time convenient for you.

We welcome the opportunity to visit you in your home as we can suggest ideas and strategies to make starting a Family Day Care in your home as smooth as possible.

It is not necessary for you to own your own home. If you are renting we require from your landlord, permission in writing to operate Family Day Care from the rental property.

### **WHAT EQUIPMENT WILL I REQUIRE?**

To operate a successful family day care service, your physical environment needs to include appropriate resources, toys and play equipment.

#### **The Basic Equipment List**

The following is a list of the **basic** equipment required when you first start your business. You will need to add to this on a regular basis, to support your program of experiences which is based on the interests and skills of the children. Not everything you purchase has to be new, you might like to advertise for donations on a local Facebook page or visit the 2<sup>nd</sup> hand shops or tip shops. Just ensure anything you buy or receive 2<sup>nd</sup> hand, is in good repair without broken parts.

#### **Block play**

Block play is critical for children's problem-solving skills, as well as encouraging hand-eye coordination, language skills and logical thinking. Include the following:

- Set of blocks (large and small) with various shapes and sizes
- Babies and toddlers will require a set of light, large blocks

## Dramatic play

Dramatic play allows children to express themselves and to make sense of their world. You don't need expensive costumes for dressing up, providing various materials will stimulate imagination. Some suggestions are below;

- Dress ups – scarves, long material. Sarongs, big work shirts, hats, ties, shoes/boots, bags, jewelry, aprons, tutu's, overalls, capes, old clothes
- Dolls - washable and suitable for dressing, representing different cultures
- Dolls clothes, blankets and wraps
- Real kitchen utensils and saucepans, jugs, cups, oven gloves, tongs etc.
- Tools sets (checking for safety of items first IE: screwdrivers)
- Office set up (old keyboards, phones, calculator, clipboards, pens)
- Keep your own empty grocery boxes and set up a shop



## Manipulative Play

Manipulative play involves the use of hands, muscles, and eyes. It helps to develop coordination and a variety of skills. Include the following:

- Puzzles - an assortment to meet the needs of the children, e.g. some with large knobs for younger children, some simple ones with only a few pieces, and some with more pieces that offer older children a challenge (You can borrow from council libraries)
- Playdough - easily made at home
- Cutters, lids and other interesting objects for pressing and rolling dough
- 'Bits and Pieces' trays (assorted items collected for turning, twisting, stacking)
- Threading materials such as very large beads, pasta, cotton reels with shoe laces, threading cards
- Stacking and nesting toys (containers are good for this)
- Assortment of objects for sorting and categorising, eg beads, buttons, shells







## Art and Craft

Art and craft should be offered in open-ended experiences. Meaning materials are offered without a specific purpose in mind. Children should be free to use their imaginations. Consider the following;

- A variety of drawing materials including, crayons, pencils, felt pens, charcoal.
- Glue, brushes, and a variety of collage materials (natural items are great IE: shells, seeds, leaves, sticks), coloured paper, fabric, patty pans, cardboard, foil, cotton pads, string etc
- A variety of paint brushes, rollers, paint and large paper for children to paint on (Office shops and Newsprint Companies often give away boxes of computer paper for free)



## Music



All children enjoy musical experiences which can include playing instruments to songs, dancing, learning movements/words/hand actions to specific songs. Think about including these every day;

- Musical instruments e.g. shakers, bells, tapping sticks, tambourine, drums, rain makers
- A variety of musical CD's to expose children to different styles of music, such as classical music, country, jazz, cultural (Don't just rely on common children's groups)

## Books

Mem Fox says, "You should read 5 books/day to young children"  
It is best to have a selection of books suitable for all ages of children to use;

- Babies need soft, books with covering that can be wiped clean. They enjoy books with large, colourful pictures and simple text.
- Interest books that contain topics on nature and animals
- A selection of good quality books for adults to read with children

Access your local council library, so you can swap the books often.



## Some outside play ideas;

Outside play is important for promoting physically active play, coordination and social interactions. Include the following:

- Sandpit or tubs that hold sand (a variety of sand toys)
- Some sort of water trough/container/baby bath (a variety of cups, funnels, floating toys/sinking toys)



- Variety of different size balls
- Ride on toys such as bikes and scooters
- Push-pull toys such as lawn mowers, dolls prams, trucks
- Natural resources such as leaves, nuts, stones and shells for discovery play
- Recycled tyres with planks for balancing
- Look at hiring larger items from a toy library?
- Hoops, skipping ropes, tennis racquets or other resources that promote physical play
- Garden tub (and gloves/rakes/spades/watering cans) for planting produce/herbs and flowers

## OTHER:

Cots

Car seats

Strollers

Mattresses

**Please Note: all car restraints, cots & highchairs need to comply with AS/NZ standard**



## HAFDC APPLICATION FORM

Version 4 July, 2023

Please circle below

EDUCATOR \*

RELIEF EDUCATOR

Mr / Mrs / Ms / Miss		Date of Birth:	
Surname:		First Names:	

Address:			
Suburb:		State:	Postcode:
Email Address:			
Home Phone:		Mobile:	

Country of Origin:		Nationality:	
Primary Language:		Other Language Spoken:	

*A Family Day Care Educator must have an approved Certificate 111 level education and care qualification*

### Qualifications / Certificate:

Please give details here and attach a copy of your qualifications to this application.

Please ensure that the originals of all qualifications are shown to Holistic Approach FDC to confirm.

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Do you hold a current First Aid Certificate?	Yes / No <i>If yes, please provide a copy of your certificate with this application</i>
Have you completed training in relation to Anaphylaxis or emergency Asthma training?	Yes / No <i>If yes, please provide a copy of your certificate with this application</i>
Have you completed Child Protection Training in the last 12 months?	Yes / No <i>If yes, please provide a copy of your certificate with this application</i>
It is a requirement that you are able to complete a compliance history statement. Are you able to comply with this request?	Yes / No

Driver's License No:		Driver's License Expiry:	
Do you intend to use your car for FDC?	YES      NO		
Car Make / Model:		Car Registration No:	
Car Registration Expiry:		Is the car insured?	Yes / No

Does anyone who resides at the FDC premises smoke?	Yes / No	Do you smoke?	Yes / No
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### Emergency Contact Information

Mr / Mrs / Ms / Miss			
Surname:		First Names:	
Address:			
Suburb:		State:	Postcode:
Email Address:			
Home Phone:		Mobile:	
Country of Origin:		Nationality:	
Primary Language:		Occupation:	
Employer:		Work Number:	

Work Hours /  
Days:

## **Employment History**

*Please ensure your current resume is attached to this application*

Previous Employer Details (Name & Address)	Length of Employment	Occupation

## **Medical Status**

The Education and Care Services National Law Act 2010 states that Applicants must be a fit and proper person and whether the person has a medical condition that may cause the person to be incapable of being responsible for providing an education and care service in accordance with this Law.

A Medical Statement / Clearance (on our HAFDC form) from your Doctor is required stating you are fit and well to carry out the duties of a Family Day Care Educator.

Are you able to comply with this clause?

Yes / No

If this application is approved a Medical Statement form will need to be completed and obtained by your Holistic Approach FDC Consultant.

## References

Please supply two (2) referees, one personal (not a relative) one professional (work related) who have agreed to be contacted.

### Personal

Name:			
Relationship to Applicant:		Length of Relationship:	
Home No:		Work No:	
Mobile No:		Preferred Contact Hours:	

### Professional

Name:			
Relationship to Applicant:		Length of Relationship:	
Home No:		Work No:	
Mobile No:		Preferred Contact Hours:	

## **Relief Educators**

**This is your application complete.**

The following information will be required to complete your registration. Please attach what documentation you are able to this application.

- Approved Certificate 111 in Children's Services Qualifications
- Working with Children Check
- Current Police Check (not less than 6 months)
- Current and Valid approved First Aid Certificate
- Current and valid Anaphylaxis and Emergency Asthma training
- Current CPR Training
- Current Child Protection training
- Current Food Handling Training
- Copy of Driver's License
- Current and up to date resume
- Current Public Liability Insurance

## Educators

Please continue with this application

### About your home

Type of Home:	House / Villa / Townhouse / Unit
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- If renting the premises, written approval from your landlord will be required with this application
- If premises is within a Strata Scheme, written approval from the Owners Corporation / Body Corporate will be required with this application

Do you have a yard that if fully fenced, clean and tidy and free from hazards?	Yes / No
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Do you have a swimming pool or spa?	Yes / No
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*If you answered yes to the above*

Does your Swimming Pool or Spa have approved fencing?	Yes / No
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Do you have any pets?	Yes / No
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### Partner's Information

Mr / Mrs / Ms / Miss		DOB:			
Surname:			First Names:		
Address:					
Suburb:			State:		
			Postcode:		
Email Address:					
Home Phone:			Mobile:		
Country of Origin:			Nationality:		
Primary Language:			Occupation:		
Employer:			Work Number:		

Work Hours / Days:	
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**Other Adults Residing at the premises (over age of 18)**

Mr / Mrs / Ms / Miss		DOB:	
Surname:			First Names:
Address:			
Suburb:		State:	Postcode:
Email Address:			
Home Phone:		Mobile:	
Country of Origin:		Nationality:	
Primary Language:		Occupation:	
Employer:		Work Number:	
Relationship to Applicant:			

Mr / Mrs / Ms / Miss		DOB:	
Surname:			First Names:
Address:			
Suburb:		State:	Postcode:
Email Address:			
Home Phone:		Mobile:	
Country of Origin:		Nationality:	
Primary Language:		Occupation:	
Employer:		Work Number:	
Relationship to Applicant:			



## Children Residing at the Premises

First Name:		Surname:	
Male / Female:		Date of Birth:	

First Name:		Surname:	
Male / Female:		Date of Birth:	

First Name:		Surname:	
Male / Female:		Date of Birth:	

First Name:		Surname:	
Male / Female:		Date of Birth:	

Thank you for completing this application in its entirety

**The following information will be required to complete your registration. Please attach what documentation you are able to this application.**

- Working with Children Check
- Current Police Check (not less than 6 months)
- Approved Certificate 111 or Higher-level education and care qualification
- Current and Valid Approved First Aid Certificate
- Current and valid Anaphylaxis and Emergency Asthma training
- Current CPR qualification
- Current Food Handling Training
- Current Child Protection Training
- Copy of Driver's License
- Current and up to date resume
- Written Permission from landlord, Owners Corporation / Body Corporate if renting or rates notice if owner of property
- Current Car Insurance Documentation (including policy expiry date) (if using to transport children)
- Current Car Registration Documentation (including expiry date and car safety certificate for QLD and VIC) (if using to transport children)
- Copy of Compliance of Car Seats (Car Seat Safety Check) from regulatory Authority) (if using to transport children)
- Copy of certificate of compliance for your swimming pool / spa (If Applicable)
- Current Public Liability Insurance

