

4.1 FAMILY INDUCTION

- APPLICATION FORM

- REGISTRATION

- GUIDELINES

- INFORMATION

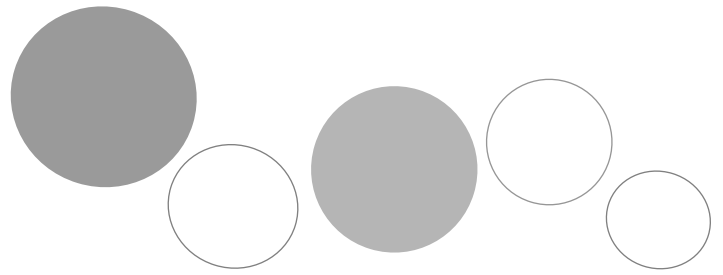


Sponsored by the NSW Family Day Care Association Inc - NSWFDCA



New South Wales In-Home Childcare Service - NSWIHCS

Revised March 2011
©NSWIHCS 2011



Dear Family

WELCOME TO NSWIHCS

This family booklet contains information to assist you with your In-Home Childcare Service provision including recommended procedures and practices, forms, and resources to support best practice in In-Home Childcare.

Your In-Home Childcare Service Provider (IHCS Provider) is encouraged to seek out additional resources to support this resource.

How to use this booklet

This Family Booklet is divided into five sections and a more detailed list of contents is included at the front of each section. Within each section, the main subsections are numbered. The Application Form is to be removed from the back - Pgs 39 - 43.

Please make sure you have also been provided with the following printed material:

- Interim Standards for In-Home Care - Funding Agreement Requirements
- The latest quarterly Newsletter - 'Filling Gaps'

These publications make up your pack and should be referred to regularly. We suggest you become acquainted with the acronyms and terms listed in the **Glossary** before reading through your material.

CONTENTS

| | |
|--|-----------|
| Glossary | 4 |
| The NSWIHCS Team & Useful Websites | 6 |
| SECTION 1 - General information in regards to In-Home Childcare | 7 |
| Table - Organisational Structure | 9 |
| SECTION 2 - Child Care Benefit Levies and Fee Setting | 19 |
| SECTION 3 - Parent & Educator Information | 23 |
| SECTION 4 - Health & Safety Information | 27 |
| SECTION 5 - Farm Home 'A Safe Place to Play' | 29 |
| Recommendations for your First-Aid Kit | 35 |
| Family Declaration | 37 |
| APPLICATION FORM | 39 |

Disclaimer

The information contained in this publication has been prepared for general information only.

As the matters covered by this publication are in a constant state of change, it may be that recent developments are not included.

The information contained herein is not intended to constitute or substitute for legal or professional advice appropriate to your specific circumstances. We recommend that specific professional advice is obtained prior to acting on any information contained in this publication to ensure that any action taken is appropriate to your specific circumstances.

This applies also to any recommended proforma forms and other documents. The NSWFDC Association, NSWIHCS, its employees and agents shall not be liable for any loss or damage incurred as a result of any reliance on the information contained herein.

Copyright Statement

Permission is given for the reproduction of all or part of this material for educational purposes, subject to the inclusion of an acknowledgement of the source is made.

Third Edition Reprinted 2010

Published by:

NSW Family Day Care Association Inc. in conjunction with NSW In-Home Childcare Services.

GLOSSARY

NSWIHCS New South Wales In-Home Childcare Service

IHC In-Home Childcare

Service Provider In-Home Childcare Service Provider monitoring care in your region

INHCSP OR SP Service Provider (as above)

FAO Family Assistance Office

CCB..... Child Care Benefit

CCMS..... Child Care Management System

DEEWR..... Department of Education, Employment & Workplace Relations

Compliance..... Adherence to Government requirements for the continuance of care and CCB

Applicable Rules All applicable laws and policies; procedures; guidelines; licence and accreditation conditions for the provision of care as prescribed from time to time by NSWIHCS

Care..... Child care services provided in the home of the parent/child/family

Child and Children A child or children receiving care

Family The parents or guardians of a child who is the subject of care

Educator Self-employed contractor of childcare for NSWIHCS

Home The home at which care is provided

EYLF..... Early Years Learning Framework

THE TEAM AT NSWIHCS

The NSWIHCS administration office is located in Petersham NSW.
Office hours are Monday - Friday from 8.00 am-4.00 pm.

The NSWIHCS Team consists of a NSWIHCS Coordinator,
and three administrators.

NSWIHCS

P O Box N107

Petersham North NSW 2049

ABN 97 377 365 755

Tel: 1300 795 401

Fax: 1300 795 402

www.inhomechildcare.com.au

admin2@inhomechildcare.com.au

admin@inhomechildcare.com.au

USEFUL WEBSITES

NSW Family Day Care Association

<http://nswfdc.org.au>

Phone: (02) 9572 9440

Fax: (02) 9572 8759

NSW Commission for Children and Young People

<http://www.kids.nsw.gov.au>

Phone: (02) 9286 7276

Australian Taxation Office

<http://www.ato.gov.au>

Business Tax Enquiries 13 28 66

Personal Tax Enquiries 13 28 61

Department of Education, Employment
and Workplace Relations

<http://www.deewr.gov.au/Pages/default.aspx>

Phone: 1300 653 227 (local call cost only)

Family Assistance Office

<http://www.familyassist.gov.au/Pages/default.aspx>

Phone: 13 6150

Phone: (02) 9261 3437

Raising Children Network

<http://raisingchildren.net.au>

Farm Safe

<http://www.farmsafe.org.au>

Phone: (02) 6752 8218

Kid Safe

<http://www.kidsafensw.org>

Department of Community Services

www.community.nsw.gov.au

Phone: (02) 132 111

Poisons Information

Ph: 13 11 26

Kids Helpline

Ph: 1800 55 1800

SECTION 1 - GENERAL INFORMATION IN REGARDS TO IN-HOME CHILDCARE

- 1.1 What is In-Home Care?
- 1.2 What is NSW In-Home Childcare Services?
- 1.3 Who can use it?
- 1.4 The Role of the In-Home Childcare Service Provider (IHCSF)
- 1.5 About the Sponsor
- 1.6 How much does it cost?
- 1.7 Background
- 1.8 Operative Provisions
- 1.9 What Happens Next?
- 1.10 Government Provisions
- 1.11 Home Visits
- 1.12 Activities and Day-to-Day

1.1 What is In-Home Care?

In-Home Childcare is a flexible form of child care where care is provided in the child's home by an approved carer. Care is monitored and supported by an approved agency to ensure quality outcomes for children.

1.2 What is NSW In-Home Childcare Services?

The NSW In-Home Childcare Services (NSWIHCS) is an In-Home Childcare Brokerage funded by the Department of Education, Employment and Workplace Relations (DEEWR) and is sponsored by the NSW Family Day Care Association (NSWFDCA).

NSWIHCS outsources In-Home childcare for families who meet the eligibility criteria. It appoints a licensed child care service or other service that can demonstrate the necessary criteria called the In-Home Childcare Service Provider (IHCSF) to oversee the best practice aspects of care provision, including recruiting and training carers, interviewing parents and providing day to day support and monitoring of the In-Home Childcare placement.



1.3 Who can use it?

NSW In-Home Childcare is targeted to families who meet the eligibility criteria, have no access to existing child care services OR their circumstances mean that an existing child care service cannot meet their need. The family must meet one or more of the following criteria:

- the child has, or lives with another child who has, an illness or disability;
- the child's guardian (or guardian's partner) has an illness or disability that affects their ability to care for the child;
- the family lives in a rural remote area;
- the work hours of the child's guardian (or guardian's partner) are hours when no other approved child care service is available or
- the child's guardian (or guardian's partner) is caring for three or more children who have not started school.

1.4 The Role of the In-Home Childcare Service Provider (IHCS)

The IHCS is responsible for best practice aspects of care provision. The IHCS recruits and trains carers, undertakes parent registrations, provides regular and on-going support and undertakes monitoring visits to the In-Home Childcare placement. The IHCS has qualified childcare workers or other staff who can offer support and advice for families and carers.

It is a monitoring support link between the families/children and the Educator.

1.5 About the Sponsor

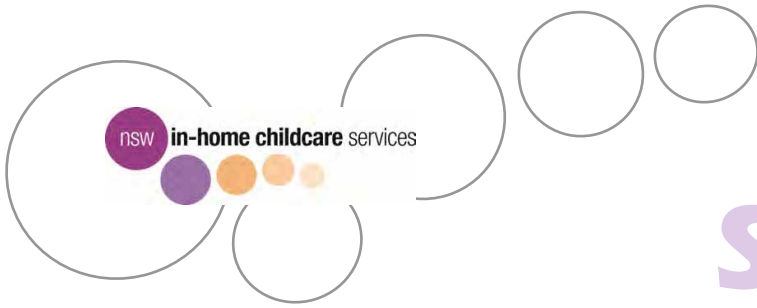
The NSW Family Day Care Association is sponsoring the NSW In-Home Childcare services. The NSWFDCA prides itself in offering home-based childcare of the highest quality. It has had a long commitment to quality assurance and flexible child care options.

1.6 How much does it cost?

Families using NSWIHCS may apply for Child Care Benefit (CCB) to help pay a portion of their fees.

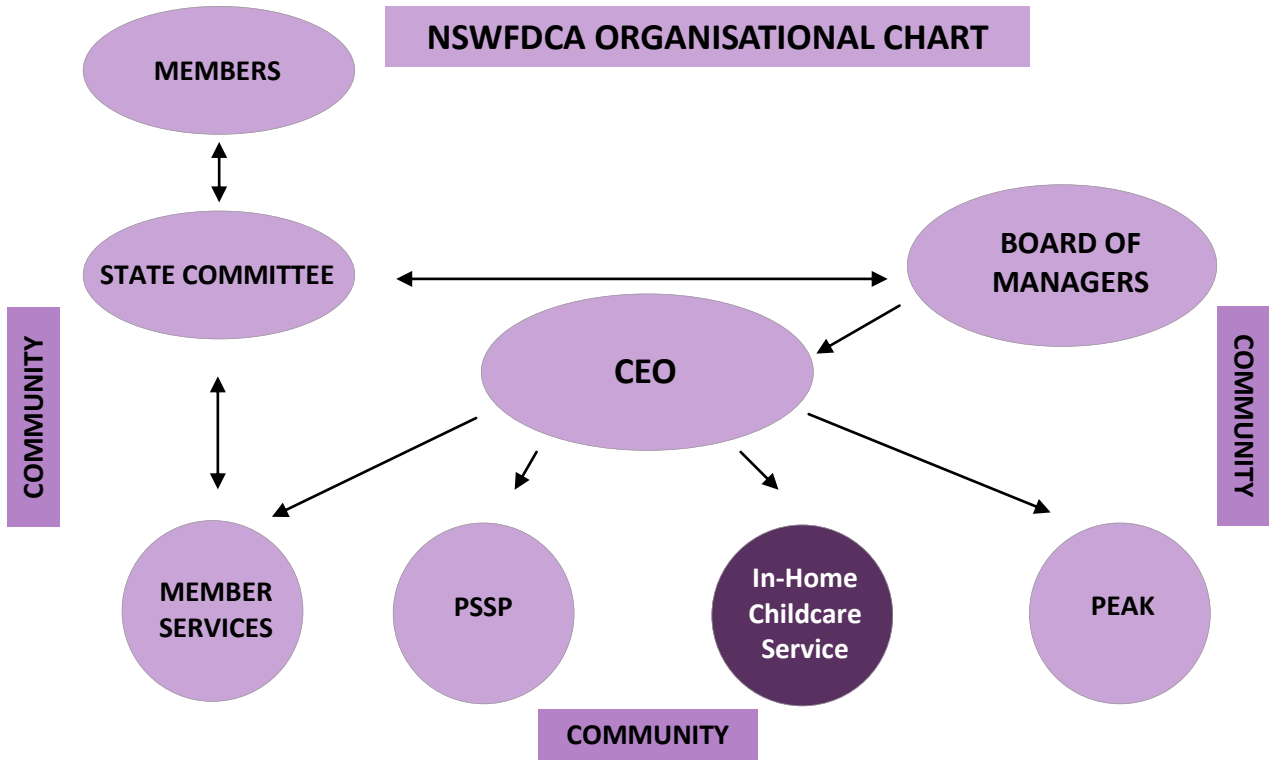
Usually the fee is set through consultation between the family, the Educator and the Service Provider in conjunction with the NSWIHCS Non-Compulsory Fee Guide. A Non-Compulsory Fee Guide can be requested from NSWIHCS on 1300 795 401 or your Service Provider. The fee for care is calculated on an hourly rate and ranges from \$15.00 per hour.

Any additional costs involved in care eg transport; travel to and from the parents home; meals and outings are to be negotiated between the family and Educator. They may not be subject to Government subsidy. It is recommended a Registration Fee is payable to the IHCS by the parent.

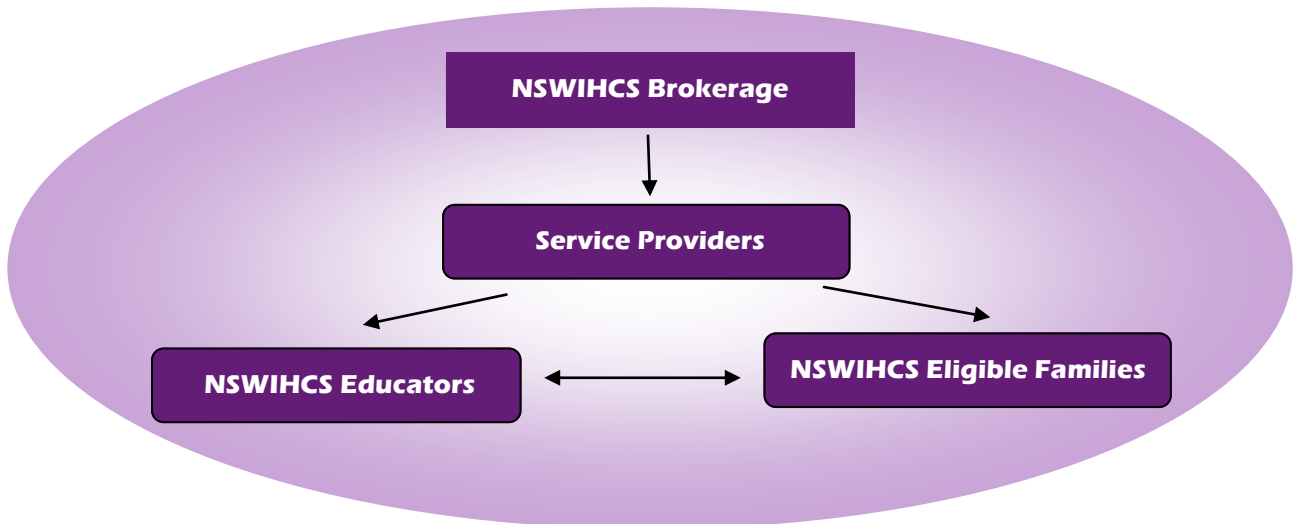


SECTION 1

Organisational Structure - Family Day Care Association



Organisational Structure - In-Home Childcare Services



1.7 Background

- NSW In-home Childcare Services is responsible for the management and brokerage of In-Home Childcare services in New South Wales and ensuring that the Child Care Benefit is properly paid.
- The In-Home Childcare Service Provider is eligible to supervise the provision of In-Home Childcare services by Educators and conduct In-Home Childcare on behalf of the brokerage.
- From time to time the NSWIHCS will receive enquiries from families of children requiring childcare services to be provided in their own homes. NSWIHCS may refer such parents/guardians to a registered Educator subject to the terms and conditions contained in this agreement.
- NSWIHCS has full responsibility in ensuring that all Service Providers are compliant in accordance to the DEEWR Funding Agreement and the National In-Home Childcare Standards.



SECTION 1

I.8 Operative Provisions

Family acknowledges and agrees that:

- The Educator is an independent contractor to NSWICHS and that NSWICHS role, vis-à-vis Educator, is to provide introductions and referrals of families and to provide an accreditation scheme by which Educator will be eligible to supply care to families and children;
- The Educator is not the agent, employee or partner of NSWICHS;
- The Educator will not represent to any family or other person that he/she is the agent, employee or partner of NSWICHS;
- The Educator will not incur any debt or other liability on behalf of NSWICHS nor purport to do so;
- The Educator is responsible for making his/her own arrangements for taxation including, (if applicable) GST, superannuation, insurance and all other arrangements that may be required under Applicable Rules or which may be desirable or prudent;
- The Educator is responsible for setting and negotiating payments to be made by family for the provision of care;
- The Educator is responsible for negotiating, entering into and enforcing his/her own contracts with Parents on such terms as Educator shall determine in his/her discretion, but not so as to be inconsistent with the terms of this agreement or any Applicable Rules; and
- The Educator is responsible for the collection of all monies due and payable by families.

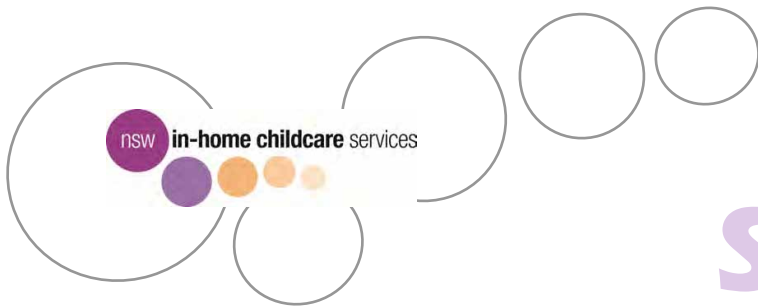
Family warrants and agrees that he/she:

- Agree to settle my account within 7 days of receiving the invoice for care. Payment will be by cash, cheque or money order (made out to the Educator);
- Pay for booked care if my booking falls on a nominated public holiday;
- Agree to pay a weekly administration levy. This levy will be deducted from my Child Care Benefit (CCB);
- Will Inform the Family Assistance Office (FAO) of any changes which may affect my CCB;
- Understand that my care will cease if there is a two-week unexplained absence or if my fees fall in arrears by the same period;
- Will complete a Family Statement if using more than one Childcare Service;
- Will give 7 days notice when ceasing care, or changing Educators to my Educator and the In-Home Childcare Service Provider. Otherwise be liable to pay full fees for the notice period;
- Will complete a Family/Educator contract for the payment of CCB prior to care commencing;
- Will initial and record accurate times on the attendance record for the payment of CCB;
- Will notify the Educator as soon as possible if I need to cancel a booking. If less than three hours notice is given, I understand a cancellation fee maybe payable;
- Understand their responsibility to apply to the FAO to be eligible to receive the CCB. NSWICHS Customer Reference Number (CRN) is 406 961 906A. If I have a child attending another service I will supply a FAO Parent Statement to enable the correct Child Care Benefit rate to apply;

Cont.

Cont.

- Understand that if they have a child attending another service they will supply a FAO Family Statement to enable the correct CCB rate to apply;
- Will give permission for an approved staff member of the IHCSP to access my premises at all times that In-Home Childcare is being provided. The purpose of these visits is to monitor and assess the provision of care;
- An Educator registered with NSWIHCS may relieve the family's chosen Educator in an emergency situation, which is approved by the IHCSP;
- An Educator is aware of the appropriate insurance, and the requirement for an operable phone being on the premises during the time that In-Home Care is provided in my home;
- An Educator using care for a child with a condition requiring specific treatment, will supply a Doctor's Certificate and a written management plan;
- An Educator understands that outings will be undertaken only with my approval;
- An Educator acknowledges that the In-Home Care placement is time-limited to a maximum period of 12 months and will be reviewed according to ongoing need;
- An Educator will complete and return evaluation forms to the office. The purpose of these is to provide information to NSW In-Home Childcare Services to assess quality improvements and future viability of In-Home Childcare;
- An Educator agrees that they will indemnify and at all times thereafter, keep indemnified the above named services (which includes all the members and employees thereof) from and against all claims and demands which may be brought against the said service, directly or indirectly arising out of or relating to any injury, accident or illness which may be suffered by myself, family or person using the service; and
- Agree to maintain my home in accordance with 'Kid safe Home Safety Checklist' or 'Farm Home A safe Place to Play' Fact Sheets and Home Safety Hazard Management Plan.



SECTION 1



This agreement shall endure and remain binding provided that either party may terminate it by giving 14 days written notice to the other party. In addition NSWIHCS may terminate this agreement if family fails to rectify a breach of this agreement within 7 days of the date of a notice from NSWIHCS specifying the breach.

- *NSWIHCS may transfer or novate this agreement to a third party by giving written notice to the family.*
- *Family may not transfer or novate this agreement to any third party.*



Incomplete applications cannot be accepted and will be returned to you. To avoid this please ensure that all details are complete before faxing or posting, taking care to enter the name of the IHCS on the application form above your name. Note the following checklist:

- Complete all personal details
- Complete all children's details
- Complete all eligibility criteria
- Complete all general information
- Complete hours of care required
- Complete declaration

1.9 What Happens Next?

- The application and eligibility will be assessed by the In-Home Childcare Service Provider
- Where eligible and depending on Educator availability a time to visit the home may be arranged
- Home safety procedures discussed
- Best practice will be discussed

Utilising the NSWIHCS Parent Booklet topics covered include

- ⇒ NSWIHCS Policies
- ⇒ Administration of CCB
- ⇒ Educator interviews
- ⇒ Health and Safety

Care Commences!



1.10 Government Provisions

Insurance

Educators working under the NSWIHCS are required to have Public Liability Insurance to provide cover up to \$10 million. This forms part of the criteria they must meet before care can commence care. Care is not to be provided if public liability has lapsed.

Eligibility

- Age – Applicants must be over 18 years of age
- Educator has completed a working with children check
- Educator has current First Aid/CPR Certificate
- Educator has current Public Liability
- Educator has Certificate III in Children's Service or a willingness to undertake further study

ABN

NSWIHCS registers Educators under a self-employed model (independent contractors). Successful applicants must be prepared to register for an ABN (Australian Business Number).

First Aid

Standard 8-G

Educators are required to have current training in first aid and resuscitation with the capacity to respond appropriately in a medical emergency before they commence care.* A First Aid Certificate which meets State Regulations, as applicable, will fulfil this requirement.

⇒ *Exceptions to this condition include volunteers such as work experience students, those acting in an emergency situation, persons approximately qualified such as Nurses and Doctors.*

1.11 Home Visits

(Standard 4 Child Development and Planning)

Your IHCS staff will support you and your carer through arranged visits, email and/or telephone contact. For a home visit to be successful, clear, open and honest communication is provided between the family, carer and IHCS. If you are experiencing difficulties we can help to identify and discuss possible solutions. As the majority of IHCS staffs are experienced in the early childhood field – use them as a resource for information and ideas.

Home visits will be scheduled between the Educator and IHCS families are required to give prior permission for IHCS staff to access family homes whilst In-Home Childcare is being provided. As a matter of courtesy we urge carers to inform parents when a visit has been conducted.

During home visits the following areas will be considered:

- The state of hygiene and potential safety risks
- The quality of adult/child interactions and behaviour management techniques will be observed, as will the availability of stimulating experience for children

SECTION 1

Monitoring the Quality of Care

(Standard 4.1 Written program)

- The state of hygiene and potential safety risks
- The quality of adult/child interactions and behaviour management techniques will be observed, as will the availability of stimulating experiences for children
- Carers programs for children in their care will be assessed to ensure that the program is meeting the interests/needs of the children in their care

Supporting the Educator

(Standard 5.3 Support & Monitoring of Carer)

- Ideas and resources for meeting the children's needs
- Support of the carer's professional development

Observing the children

- The children's developmental needs and activities to extend learning will be discussed
- Behavioural issues and management techniques may be discussed



Maintaining Records

(Standard 3 Administration and Records)

IHCSP staff will write reports of each home visit relating to the children in care, activities provided, safety and issues discussed.

Insurance- Domestic Policies

Standard 13.3

Educators are self-employed and not employed by NSWIHCS or their IHCSP. Workcover NSW advises that if you contract people to work at your home you should take out a domestic workers compensation insurance policy. Domestic workers compensation covers any domestic workers employed within the home. It does not cover home-based businesses or strata titles.

However, many others employed by the householder, such as cleaners, handypersons and gardeners, may not have their own insurance. To ensure that you and the workers are protected, take out a domestic workers compensation insurance policy.

There are specialised domestic workers compensation insurers.

Source - <http://www.workcover.nsw.gov.au>

Behaviour Guidance

Standard 11.1.4

The aim is to guide children towards positive and responsible behaviour, which will encourage and support self-reliance and the development of positive self-esteem. Behaviour management needs to be age/stage appropriate. Use of child management techniques, which include physical, verbal or emotional punishment including punishment or shouting which humiliates, frightens, threatens or immobilises children, will not be used under any circumstances, even at the parent's request.

- **Children from Other Families/Visitors**

- ⇒ Children from outside the current household cannot be cared for by the In-Home care giver unless a multi-care placement has been approved by DEEWR
- ⇒ Educator's own children are not to be given permission to accompany the Educator

- **Complaint Handling**

- ⇒ The NSWIHCS has a Complaint Handling procedure. A copy is available from your IHCS or you can visit our website www.nswfdc.org.au

Confidentiality

Standard 3.7

NSWIHCS treats all information received in a professional manner to protect the privacy and confidentiality of families and individuals within our service. The NSW In-Home Childcare Services has a Privacy Policy. A copy is available from your IHCS or visit our website www.nswfdc.org.au

1.12 Activities and Day-to-Day

Excursions and Outings

Standard 10.2, 10.3, 10.3.1

Excursions are an activity carried out for recreational or educational purposes under the supervision of one or more carers and/or IHCS staff, which does not occur on a regular basis. Individual permission notes are required for excursions with relevant adult to child ratios stated. Carers often like to undertake outings in the local area by foot for children in care. A visit to the park, shops or even a walk to the bus to collect school age children, will need a permission note from parent.

Pets

Contact with pets can provide children with positive learning experiences and can develop a sense of responsibility within children. Parents and carers must ensure that every domestic pet, farm animal or any potentially dangerous animal that is kept at the parents home during periods of care is made accessible to children unless the children are under close supervision of the carer. The parent must ensure that every pet or animal is kept in a clean and healthy condition, regularly wormed and checked for fleas.

SECTION 1

Water Play

Standard 12.10

Water play is restricted for children attending In-Home Care. Children are NOT permitted to swim in backyard pools whilst attending In-Home Childcare. All pool areas must be fenced securely and comply with the Australian standards for safety. Sprinklers, hoses and wading pools may be used as long as the level of water is no higher than 30 cm.

(Remember: children drown in less than 5cm of water)

Any wading pool or container used must be emptied immediately after use. Other areas that represent a water safety hazard include nappy buckets, dams, creeks, fishponds and fountains, pet or stock drinking vessels.

Swimming

No swimming is permitted for children during care hours.

Medication

Standard 12.8

- Before a carer can administer any medication the parent must supply the prescribed medication with the child's name and dosage amount on the bottle.
- For incidental medicines. (ie cough mixtures etc) the medicine must be in the original container that lists contents and age appropriate dosage.
- Expiry dates need to be checked and symptoms evident before administering of any medication by the carer. In these cases each dosage or treatment must be recorded according to the medication form and signed by the parent.
- Homopathic/Naturopathic medication can only be administered by the parent unless GP approval is given.
- Any long-term treatment may require a letter of management by a medical practitioner. In the case of high fever the care will be asked to refer to their Service provider policy.



Nutrition

Standard 12.2

To ensure children receive a healthy balance of food groups we ask parents/educators to provide a wide variety of safe and nutritious food and drinks this includes foods such as fruit, vegetables, breads, cereals, dairy, meat or meat alternative each day. Drinking water must be readily accessible to children and Educator during care hours.

Smoking

To ensure the health, safety and welfare of all children in care we require parents and Educators to ensure that the indoor areas of the home/vehicle remain a smoke-free environment during the period that In-Home Childcare is taking place. If parents wish to have a total smoke-free environment (indoor and out) during periods of In-Home Childcare, this needs to be discussed with any prospective Educator.

Sick Children

Children who are unable to access other forms of childcare due to illness or disability may be able to access In-Home Childcare. Children who are contagious will be considered for care on an individual basis by IHCSP. The NSW In-Home Childcare Services are required to keep records of children who are attending care because of illness, under the Funding agreement by DEEWR.

Sun Safety

Standard 12.4

- It is recommended that Educators and parents provide adequate shaded areas in their yard and ensure children receive appropriate sun protection (hat, clothing, sunscreen) whilst outdoors, on outings and excursions.
- It is recommended that children should not play in direct sunlight between the hours of 10am-3pm (daylight saving) and 10am-2pm (EST).

SECTION 2 - CHILD CARE BENEFIT LEVIES AND FEE SETTING

- 2.1 Child Care Benefit (CCB)
- 2.2 Who can get CCB?
- 2.3 How much CCB can I get?
- 2.4 Child Care Tax Rebate
- 2.5 Child Care Benefit
- 2.6 Administration Levy
- 2.7 Six Weekly Statements
- 2.8 NSWIHCS Procedures for Payment of CCB
- 2.9 Family/Educator care contract for the payment of CCB
- 2.10 Fee Setting

2.1 Child Care Benefit (CCB)

- NSWIHCS is an approved childcare service therefore families are eligible to apply for CCB to assist with the cost of In-Home Childcare.
- Child Care Benefit is a payment from the Australian Government that assists you with the cost of childcare.



2.2 Who can get CCB?

You can get Child Care Benefit if:

- you are a parent, foster parent or grandparent with a child in your care who is attending child care services approved by, or registered with, the Government;
- you have a child in your care who meets the immunisation requirements (or have an exemption);
- you or your partner (if you have one) meet residency requirements (or have an exemption);
- your child attends approved or registered care and you have the liability to pay for the cost of your child care; or
- you meet the income test.

2.3 How much CCB can I get?

The amount you get depends on your circumstances:

- The type of care you use
- Your income
- The amount of care you use
- The reason you are using care and
- The number of children you have in care

You can claim Child Care Benefit by completing and lodging a claim form at any Family Assistance Office, located at Centrelink Customer Service Centres and Medicare Australia or by using online services by visiting; www.familyassist.gov.au

2.4 Child Care Tax Rebate

CCTR aims to:

- assist families with the cost of approved child care,
- provide incentives for families with dependent children to participate in the community, and
- support parents in balancing work and family commitments.

Eligibility requirements:

An individual may be eligible for CCTR if the individual:

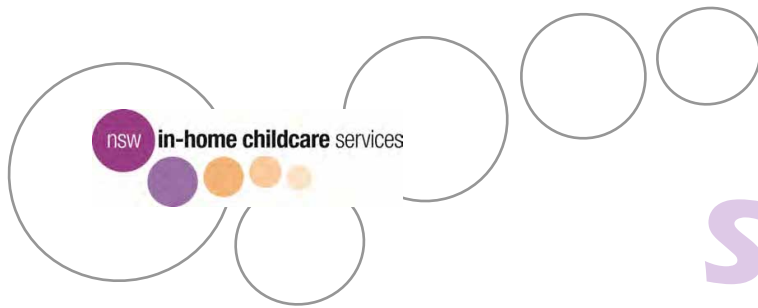
- used approved child care during at least one week in the year
- has entitlement to CCB
- has met the CCTR requirements of the work/training/study test or has an exemption from this requirement

The rate of CCTR paid is 50% of your out-of-pocket expenses for approved care up to the annual cap. As of July 2010, the Child Care Rebate annual cap will be \$7,500 per child per year, subject to the passage of legislation. (Rates are reviewed annually)

The CCTR is administered by FAO on behalf of DEEWR. It is a lump sum payment to individuals after the end of the financial year in which the child care costs were incurred.

2.5 Child Care Benefit (CCB)

- NSWIHCS is an 'Approved' childcare service therefore families are eligible to apply for CCB to assist with the cost of In-Home Child care.
- NSWIHCS has a Customer Reference Number (CRN) which may be helpful for the parent/guardian to quote when applying for CCB.
- NSWIHC CRN: 406 961 906A



SECTION 2

2.6 Administration Levy

Is payable by families and Educators to assist the IHCS to finance administrative expenses. The administration levy is currently calculated at \$0.35 per hour per child. This levy is reviewed yearly taking into consideration CPI increases.

2.7 Six Weekly Statements

- Six weekly statements are statements for parents/guardians about the sessions of care provided at an approved service operating under the Child Care Management System (CCMS).
- The statements provide clear information about the sessions of care provided in a six week period, the charges for care and the amount of CCB passed on to individuals in respect of care.
- Six weekly statements must be issued to all individuals receiving CCB as fee reductions and may be provided to other individuals who have an interest in the payment of fees.
- The six weekly statements are specifically designed to inform families how much CCB they received (reduced fees) or didn't receive the designated period.
- The six weekly statements are distributed directly to families by NSWIHCS administration team.

Should you have a query in relation to your statements, you will need to contact the NSWIHCS office on 1300 795 401.

2.8 NSWIHCS Procedures for Payment of Child Care Benefit

- Triplicate pads of attendance record are provided to Educators for the administration of CCB. Parents complete top section marked Parent/Guardians use only, Educators complete bottom section tax invoice/receipt as marked Educators use only
- Each has a unique identifier.
- The original attendance record is forwarded directly to NSWIHCS by the educator or Service Provider for filing, to meet auditing purposes.
- The 2nd copy will be the clients copy and 3rd copy the Educators copy.
- On the attendance record the parent/guardian nominates to pay as contracted hours Y/N. The attendance record must reflect actual hours and each entry must be initialled in and out by the parent/guardian.
- We request families to cross out days on the attendance record where care was not provided (ie no CCB payment applicable) unless an absence is being claimed.
- Attendance records must be forwarded by Tuesday of each week, by midday (12pm).

2.9 Family/Educator care contract for the payment of CCB

- Contract pads are issued in triplicate pads.
- The original contract must be forwarded to NSWIHCS office.
- Contracts only need to be completed if the work hours of the family are changed eg vacation care.

2.10 Fee Setting

The 2009-2010 Handbook by DEEWR notes the following requirements, regarding fees:

- The service should not charge a fee for the care of a child/children that exceeds the fee charged for any other child where that child is receiving the same kind of care and whose circumstances are similar.
- If the service charges a fee for a session of care, care must be available for the whole session.
- While independent fee setting gives Educators the opportunity to set their own fees for the service that they provide, NSWIHCS must still ensure that families are treated fairly, and in a non-discriminatory way.
- As part of NSWIHCS role, NSWIHCS is responsible for ensuring that all practices within the service, including the fee setting practices of carers who choose to set their fees independently, are in line with any regulatory, licensing or other government requirements, including legislation, such as anti-discrimination laws.

NSWIHCS recommends the following guidelines be considered when fee setting - Educators are encouraged to develop their own fee policy/schedule to provide information about areas such as:

- Required bond fee
- Standard hours rate / and non standard hours rate
- Rate depending on number of child/ren in family accessing care
- Public holiday rate
- Holding and late fees
- Receipt of fees
- Payment of costs e.g. food/transport
- Termination of care due to non-payment
- Rate per child when multi-care situation

NSWIHCS has a non compulsory fee guide for Families and Educators that is part of this package.

SECTION 3 - FAMILY & EDUCATOR INFORMATION

- 3.1 Essential requirements to become a registered Educator with NSWIHCS
- 3.2 Interviewing an Educator
- 3.3 Educator Interview Sample Form

3.1 Essential requirements to become a registered Educator with NSWIHCS

A registered In-Home Educator is:

- Warm, energetic and enjoys working with children
- Available to work flexible hours
- Willing to participate in ongoing carer training
- Wants to be part of a team of child care workers providing a valuable community service.
- Is 18 years of age or over
- Current Public Liability Insurance
- Current First Aid/CPR Qualifications
- Has completed a child protection training course within the last 18 months
- Willing to obtain an Australian Business Number (ABN)
- Has had a Working with Children Check.

3.2 Interviewing an Educator

When parents have an Educator coming into their home you'll have a good idea about the kind of person you want to care for your children, but even if the person you interview ticks all the boxes, and has the highest qualifications and recommendations, if it doesn't feel right, keep looking.

Trust your gut instinct as a parent and wait until you are happy with the Educator you've chosen and know that they'll fit in with your family.

Ask someone else to help you interview eg a staff from your Service Provider. They will help back up your opinion and also act as a witness to everything that is said.

A sample interview is included in this booklet. The questions aren't meant to be exhaustive. Add your own questions, but make sure that you ask each candidate referred the same questions to give everyone a fair chance.



In addition there are some things that we ask you to discuss and consider:

- Are there areas that will be out of bounds for play / for the Educator?
- Have they discussed any issues relating to privacy for both the family and the Educator?
- Consider if there are confidential documents or items that they wish to place in a private place.
- Have they made a decision regarding taking phone calls or use of their phone?
- Is there a place where the carer can keep their belongings, meals, resources, etc?
- What arrangements will be made for access? Keys? Security system?
- Is the Educator permitted to have visitors at their house during periods of care? (For example other educators)
- Unrelated children (ie friends, neighbours etc) cannot be cared for while your children are being cared for under In-Home Childcare.



SECTION 3

3.3 Educator Interview Sample Form

Educator's personal details:

Name:.....
Address:
Postcode:
Phone Number:.....
Mobile Number:.....
Email address:.....
Details of ID supplied (eg passport, driving licence):

Before you start:

- Registered Educator with (Name of IH CSP):.....
- Full clean driving licence:.....
- Non-smoker:.....
- References supplied:

Training and qualifications:

- Valid First-Aid certificate:.....
- Relevant child care qualification:.....
- Other courses attended eg child protection:.....
- Are you a member of any professional organisations?.....
- Do you belong to any childcare groups or networks?

Skills and experience

Tick for an acceptable answer and add your notes below:

- Why did you decide to become a childcare provider?
- What do you enjoy most about the job?
- What are your future career plans?
- Tell me about the children you have looked after before.
- What kind of activities would you do with my children?.....
- What kinds of meals and snacks do you enjoy preparing for children?
- What do you consider to be unacceptable behaviour and how do you deal with this?.....
- What would you do in an emergency involving yourself or one of the children?
- Where do you like to take the children out?

Personal Qualities

- What do you enjoy most about looking after children?
- What do you find challenging about looking after children?
- Tell me about your biggest achievement since becoming a registered In-Home Educator
- Tell me about a difficult situation you have had to deal with when providing childcare
- How do you communicate with the parents you have provided childcare for?
- What do you feel are the most important qualities in being an Educator?

Discussion checklist

- Behaviour guidance techniques
- Hours and duties
- Fees
- Payment method
- Child safety
- Ground rules
- Use of the car (if applicable)
- Accommodation (if live in educator)

References followed up

-
-
-

SECTION 4 - HEALTH & SAFETY INFORMATION

- 4.1 Home Safety Policy
- 4.2 Procedural Guidelines
- 4.3 Commencement of Care

4.1 Home Safety Policy

To support the In-Home Child care Public Liability insurance policy provided through Family Day Care Australia National Insurance Plan by maximising the provision of a safe environment and suitable protection for children and their Educators, the following documentation be used as tools to assist parents requesting In-Home Childcare to identify hazards and minimise risks within the family home:

- Kid Safe Home Safety Checklist or Farm Home 'A safe Place to Play' Fact sheets (or other) (whichever is applicable to the environment)
- Home Safety Assessment
- Carer Home Safety Checklist

4.2 Procedural Guidelines

Families requesting In-Home Child care are to be advised of the use of the checklist and informed that:

- The Kidsafe Home Safety Checklist or Farmsafe Safety Checklist are used to assist parents in the identification of hazards to be considered and managed appropriately in the usual family home environment.

For more information on the above visit websites:

www.kidsafensw.org/docs/HOME%20SAFETY%20CHECKLIST.pdf **OR** www.farmsafe.org.au/index.php?id=9

- ⇒ Ideally a staff member of the IHCSP or the Carer will visit the family home prior the commencement of care and go through the checklist with the parent/s.
 - ⇒ Matters to be addressed will be identified and recorded.
 - ⇒ Possible solutions to problems will be discussed.
 - ⇒ If there is a matter of dispute in regard to the safety of the child/ren and/or the Carer, the service retains the right to refuse the provision of In-Home Childcare.
 - ⇒ The service grievance procedure shall be followed should there be further dispute.
- During the initial home visit, a staff member from the IHCSP or Carer are to go through the Home Safety Checklist with the parent/s and make appropriate notes in the spaces provided.
 - Hazards needing attention should be brought to the parent/s notice at the time and transferred to the items of safety section requiring attention at the front of the Home Safety assessment form.
 - The Safety Checklist Follow-up Form is to be completed in conjunction with the parent/s and signed where indicated. Home safety information, such as fact sheets, may be provided to parent/s as appropriate and record of their provision made.

4.3 Commencement of Care

Care can commence when:

- The Home Safety Assessment has been fully completed; or
- A suitable Home Safety Hazard Management Plan put in place; or
- No action is required
- The Home Safety Hazard Management Plan should be completed in all instances where an identified hazard is being managed by any means other than:
 - ⇒ Total isolation of the hazard
 - ⇒ Removal of the hazard
- The intent of this form is to document strategies for managing the hazard that afford the maximum protection possible under the circumstances for the children in care and/or the Educator.
- Hazard management strategies should be achievable, simple and agreed by:
 - ⇒ Parent/s
 - ⇒ Educators
 - ⇒ IHCS staff
- The Home Safety Hazard Management Plan items of safety requiring attention (where required) should be signed, original filed on the family file, copy to the parent and the In-Home Educator.
- Educators are encouraged to complete the Educator Home Safety Checklist each time they arrive at a home to commence care. Matters requiring attention should be:
 - ⇒ Resolved
 - ⇒ Referred to service staff
 - ⇒ Discussed with the parent/s

Educators are not expected to work in any environment they consider unsafe. IHCS staffs are to be notified if such circumstances occur. If families choose not to address safety issues that arise in the course of their care contract, the contract may be terminated.

5. FARM HOME 'A SAFE PLACE TO PLAY'

- 5.1 A Safe Place to Play
- 5.2 Water
- 5.3 Farm Motorcycles
- 5.4 Key Risks and Solutions
- 5.5 What are the facts about children being injured on farms?
- 5.6 What are the main causes of injury to children on farms?
- 5.7 Why are children particularly at risk of farm injury?
- 5.8 What can we do to keep kids safe on rural properties?
- 5.9 Farm families, farm managers/workers & visitors can:
- 5.10 Outdoor and Play Equipment
- 5.11 Practices - Outdoor Play Equipment
- 5.12 Precautions against snakes, spiders and insects
- 5.13 Baby walkers (mobile)

Make your farm or rural property safer for children. Rural properties can be wonderful places for children, where independence and responsibility are fostered, where family relationships are strengthened, and where children are exposed to unique experiences. However farms and rural properties are both a home and a workplace, and children may be placed at great risk when playing or helping out.

Every year, about 30 children die on Australian farms. Many more children are injured seriously enough in farm related incidents to require hospitalisation. The greatest risk for toddlers (0-4 yrs) is drowning - most commonly in dams - but rivers, pools, troughs and dips are also drowning hazards. For older children (5-14 yrs) working farm machinery, farm vehicles, motorcycles and horses are the biggest risks.

5.1 A Safe Place to Play

- Is there a safe play area (eg a fenced house yard) for small children which is securely separated from farm machinery, vehicles, work activities and other hazards?
- Does the safe play area have shade and interesting things for children to do?
- Are there 'out-of-bounds' rules, for children who are not with a supervising adult, which are regularly reinforced?
- Do 'out-of-bounds' areas include all hazardous places (eg water storages, machinery and vehicles, silos, workshops and areas where stock are yarded)?

5.2 Water

- Are swimming pools, effluent ponds, channels or dams near the house securely fenced?
- Are tanks, wells and troughs near the house fitted with lids/mesh and are unused dips and ditches filled in?
- Have those who look after children been alerted to 'keep watch' when children are around or could wander off into water?
- Do you know how to resuscitate a drowning child?

5.3 Farm Motorcycles

- Are children appropriately trained and supervised when learning to ride two-wheeled motorcycles?
- Do all riders always wear a correctly fitted motorcycle helmet, long pants, and sturdy footwear when riding farm motorbikes?
- Does the farm adopt manufacturers' recommendations and:
 - Prevent children under 16 from riding quad runners (ATVs)?
 - Prevent passengers riding on quad runners (ATVs)?

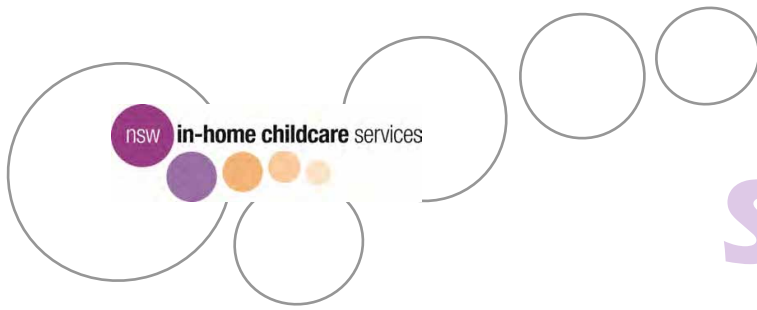
(Refer to Checklist) This information was sourced from 'Farm Safe'

5.4 Key risks and solutions

The farm environment has been able to provide children with valuable experiences that have enabled them to develop both socially and physically, even though they are in an isolated setting. But evidence shows that this also places children at higher risk of injury.

5.5 What are the facts about children being injured on farms?

On average, 30 children aged 0-14 years die on Australian farms each year as a result of injury, a third of these being visitors to the farm. Around 600 children are admitted to hospital each year for farm related injuries - that's more than 10 admissions for farm injuries each week. Many more children with farm related injuries present at Emergency Departments of country hospitals and to General Practitioners.



SECTION 5

5.6 What are the main causes of injury to children on farms?

- For children aged 0-4 years the most common cause of death is drowning, specifically dams, rivers and creeks, followed by farm vehicles and machinery, especially tractors (eg falls and runovers).
- For children aged 5yrs-14 yrs the key causes of death are farm machinery, farm motorcycles (including ATVs), other vehicles and animals (mostly horses).
- Farm motorcycles and horses are prominent causes of non-fatal hospital admission/ED presentation.
- Other causes of non-fatal farm injury include machinery, vehicles, other animals and farm structures.

5.7 Why are children particularly at risk of farm injury?

Children are at risk for **two** main reasons. These are to do with the nature of the farm environment and child growth and development characteristics.

1. The farm - family home and rural workplace

Farms are often a home and a workplace - children are commonly exposed to workplace hazards not present in urban homes. Farm hazards are many and varied, with potential consequences of injury being severe or fatal eg. drowning, runovers, entanglement, falls. The severe consequences of injury and the higher frequency/duration of exposure to safety hazards place children on farms at particular risk according to standard OH&S risk assessment processes.

2. The child – growing and changing

Consider the fact that children grow and progress through stages of:

- Physical development
- Mental development and
- Emotional development

Children are not only smaller, they see the world differently to adults and are not always rational, cautious or able to foresee unsafe consequences.

*This factsheet is sponsored by: Child Safety on Farms Factsheet.
For further information on child safety on farms contact your state Farmsafe Organisation
OR Farmsafe Australia on ph. 02 6752 8218 or www.farmsafe.org.au*

S See the hazards – conduct a farm safety walk to identify hazards

A Assess the risk of injury – consider how old children are, how long/ how often they are exposed to risks

F Fix the problems by using a variety of control measures

E Evaluate and record your actions

Heirarchy of hazard control measures:

- Substitute for a lesser hazard
- Engineer/design
- Safe practices
- Personal protective equipment
- First-aid

5.8 What we can do to keep kids safe on rural properties

Children will learn and develop farm safety skills as they grow and gain experience under supervision. However, full responsibility for personal safety should not rest completely with children, even if they appear competent in some situations or have been given rules to follow.

(see factsheet: Child Development & Risk).

Safety of children is always an adult responsibility - primarily of the parent or carer, but also a shared responsibility and concern of farm owners/managers, farm workers and other adults visiting the farm. It may be helpful to use the **S.A.F.E** approach to address child safety on the farm. Some people will have more control over implementing safety measures than others, but everyone can contribute in some way.

5.9 Farm families, farm managers/workers & visitors can:

- Create a safe play area, such as a securely fenced house yard, which separates small children from dams/creeks, farm machinery, vehicles and other hazards.
- Develop family rules on 'out-of-bounds' areas and activities for children on farm. Whilst it can be a challenge, adults need to consistently reinforce safety rules.

Specific rules to prevent serious injury or death :

- Small children have an adult with them when outside the safe play area and older children tell an adult where they are going on the farm/rural property.
- Passengers are not carried on tractors, machinery and four wheeled motorbikes (ATVs) and children under 16 years DO NOT ride ATVs (as per manufacturer's recommendations).
- Children wear seatbelts/restraints when riding in vehicles on the farm and DO NOT ride on the back of utes
- Children wear helmets riding horses, bikes and motor bikes.
- Alert all family members, visitors and workers to 'watch out' for children who may be about on the farm. However, ensure someone is still designated responsibility to 'keep watch' over children.

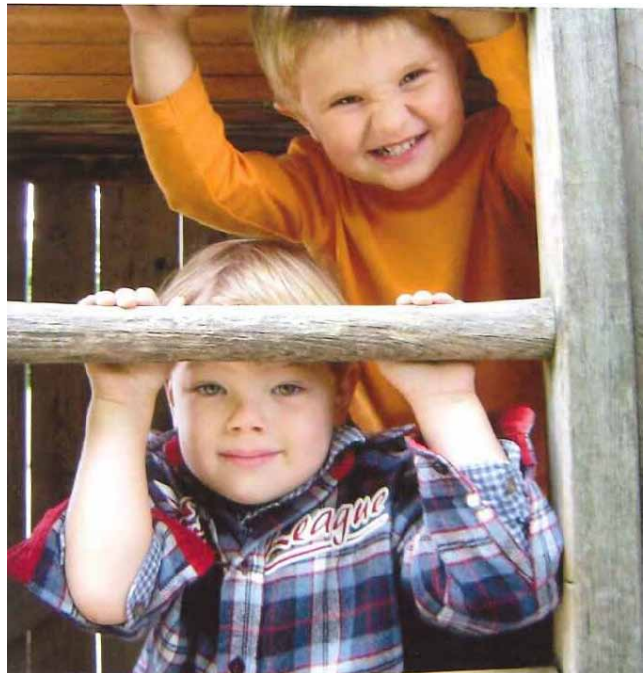
SECTION 5

- Eliminate or lessen hazards, or minimise harm where possible. For example, fill in unused ditches and cover tanks
- Learn how to resuscitate a child. Obtain the 'Child Safety on Farms Checklist' from Farm safe Australia to assist you to identify possible hazards and solutions. A variety of measures will be more effective than just one eg supervision.
- Child safety actions can be part of the comprehensive Occupational Health & Safety (OH&S) plan for your rural property.

5.10 Outdoor & Play Equipment

Aim: To prevent & reduce accidents and injuries when playing outdoors

Preamble: Outdoor play is important for children's development of fine and gross motor skills and cognitive development. Effective supervision and precautions are important when children are playing on outdoor equipment at home.



5.11 Practices - Outdoor Play Equipment

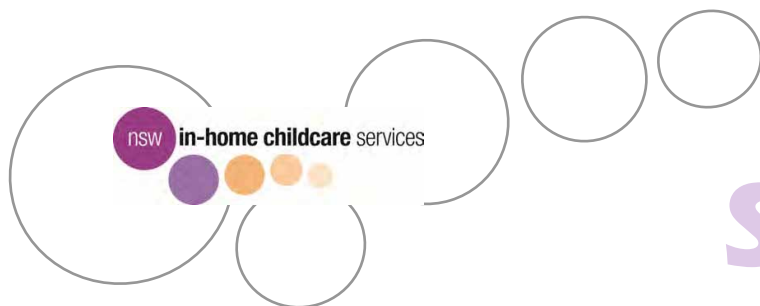
- Ensure outdoor equipment is stable, secure, maintained, meets standards, has no sharp or jutting edges, rust or entrapments.
- Equipment height is appropriate for children (less than 1 metre for 0-3 years & less than 1.5m for 3-6 years old).
- Supervise children at all the times, ensure outdoor areas are visible, keep frequently used materials, eg tissues, phone, sunscreen, first aid kit accessible while outdoors.
- Play equipment that is higher than 50cms not to be placed on a hard surface, (soft sand, soft fall or grassed surfaces).
- Place outdoor play equipment away from concrete paths and solid garden edges.
- All play equipment must be checked on a regular basis to ensure it is safe and clean.
- Any equipment found to be in need of repair must be immediately removed or made inaccessible to children.
- Ensure children wear helmets and pads when using skates, bikes, and scooters.
- Teach children to use outdoor play equipment safely.
- If trampoline is higher than 50cms, it must be placed in a clear area, use soft fall and padding, maintain appropriately, only one child at a time, do not allow somersaults on trampoline, do not allow children under 6 years of age to use trampolines.

5.12 Precautions against snakes spiders and insects

- Educate children about the danger of bees, wasp, spiders and other insects, teach them never to pick up or touch any insect when outdoors in the garden.
- Regularly mow the lawn, cover sandpit and rake regularly and check sandpit toys for insects spiders.
- Remove nest or hives as soon as you notice them.
- Ensure children allergic to bees, wasp, ants wear a medical bracelet.
- If a child has been stung or bitten and only if it is safe to do so, capture or identify the insect in case antivenene is required in hospital.

5.13 Baby walkers (mobile)

As baby walkers have been proven dangerous and detrimental to the development of young children it is recommended they **are not** to be used by Educators for In-Home Childcare under any circumstances.



SECTION 5

Recommendations for your First-Aid Kit

Quantity Description Use

- 1 Bandage Crepe 5cm Support bandage
- 1 Bandage Crepe 7.5cm Support bandage
- 1 Tape Hypoallergenic 1.25 x 9m Secure dressings
- 2 Bandage Triangular 110 x 110cm For slings, padding etc
- 1 Swabs Gauze 7.5cm 3 PK..... To aid wound cleaning
- 2 Pad Combine 10 x 10cm Bleeding control
- 2 Pad Non Adherent 7.5 x 10cm Wound cover
- 1 Pad Eye Sterile..... Emergency eye cover
- 5 Swabs Alcohol each Cleaning Instruments
- 1 Scissors SS Sharp/Blunt 12.5cm Cut dressings/bandages
- 1 Forceps SS Splinter Pointed 12.5cm Removing splinters
- 1 Blanket Emergency Shock Retain body warmth
- 1 Pins Safety 12 PK Secure wound cover
- 1 Notepad & Pencil Record vital information
- 2 Saline Eye & Wound Irrigation 15mL..... Eye/wound irrigation
- 1 Strips Adhesive Plastic 50PK..... Minor wound cover
- 1 Burnaid Sachet 3.5g Sooths..... Minor Burns
- 1 Stingoes Sachets 3ml 5PK..... Soothes bites/stings
- 1 Glove Disposable Nitrile Large Pair Hygiene
- 1 Guide First Aid Quick Reference..... Easy Read Book
- 1 Resuscitation Protection Shield..... To aid resuscitation

First Aid kits are available for purchase in supermarkets, pharmacies or via the internet. A variety of first aid kits can be viewed on the St John Ambulance Australia Web site, <http://www.stjohn.org.au>. NSWIHCS request parents/guardians to have a first aid kit available.

For your 'DUTY OF CARE' NSWIHCS recommend Educators carry their own first aid kit.

ELIGIBILITY REVIEW EVERY 6 MONTHS

It is a requirement under the Funding agreement set by DEEWR and the National In Home Child Care Standards that families using In-Home Child Care will be assessed by their IHCS, **every 6 months** to ensure that they are still eligible to receive In-Home Child Care. The Legislation, Section 24: Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000, clearly states that there is no other existing service available that can meet your needs).

Eligibility Criteria:

- the child, or any other child with whom the child lives, has an illness or disability
- the individual in whose care the child is, or the individual's partner (if any), has an illness or disability that reduces the individual's, or the partner's capacity to care for the child
- the child lives in a rural or remote area
- work hours of the individual in whose care the child is, or the individual's partner (if any), are (or include) the hours during which no other approved child care service (other than an approved in home care service) operates that could otherwise provide care
- the individual in whose care the child is or the individual's partner (if any) is caring for three or more children (including the child) who have not yet commenced school

Your IHCS will visit you on a six monthly basis and complete an eligibility form to ensure that your circumstances have not changed and that your family is still eligible to receive In-Home Child Care. Supporting documentation will need to be forwarded along with your eligibility review form.

Families please be aware that the legislation clearly states, 'no other existing service meets your needs', does not mean that you prefer In-Home Child Care. NSWIHCS will require proof that the existing service cannot meet your needs.

NSWIHCS does not endorse families using In-Home Child Care as well as another service. However in exceptional circumstances families will need to have strong supporting documentation to prove their eligibility in using In-Home Child Care Services.

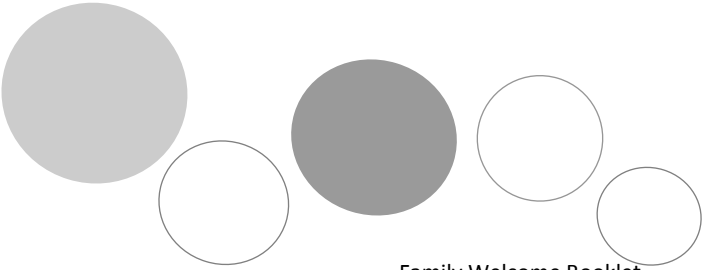
I understand that an eligibility review will take place every 6 months, (as per the Legislation and National Standards abovementioned) by the IHCS. I am aware that my family may no longer be eligible to receive In-Home Child Care Services.

Contact Person:.....

Family Name:.....

Signature

Date



PARENT DECLARATION

I understand that this booklet has been developed as a resource tool for me to utilise, whilst receiving In-Home Care.

Disclaimer

The information contained in this publication has been prepared for general information only. As the matters covered by this publication are in a constant state of change, it may be that recent developments are not included. The information contained herein is not intended to constitute or substitute for legal or professional advice appropriate to your specific circumstances. We recommend that specific professional advice is obtained prior to acting on any information contained in this publication to ensure that any action taken is appropriate to your specific circumstances. This applies also to any recommended proforma forms and other documents. The NSW FDC Association, NSW IHC Services, its employees and agents shall not be liable for any loss or damage incurred as a result of any reliance on the information contained herein.

I have read and understood its contents on (date) and have discussed any sections which are unclear to me.

Service Provider:

Contact Person:

Family Name:

Signature

Date

Copy of this Declaration to be sent to:

NSWIHCS
P O Box N107
Petersham North NSW 2049
Or
Fax: 1300 795 402

Service Providers to complete the following -

CONTACT DETAILS & Out of Hours EMERGENCY NUMBER:

.....
.....

FAMILY WELCOME BOOKLET



Note to Families

Childcare Benefit (CCB) is paid by the government - DEEWR to reduce fees the family pays for childcare and is paid to the Educator.

The family is responsible for advising their Educator of any changes to their entitlements and current percentages.

FAMILY APPLICATION FOR REGISTRATION - NSWIHCS

COMPLETE ALL SECTIONS - Print clearly using BLOCK letters in blue or black pen.

Revised March 2011

Completed applications are to be sent to your local IHCS for processing.

NAME OF IN-HOME CHILDCARE SERVICE PROVIDER

NSWIHCS USE ONLY

Part A - MAIN APPLICANT

| | |
|--|---|
| Family Name | |
| First Name | |
| Current Residential Address | _____ _____ _____ _____ _____ Post Code _____ |
| Current Postal Address <small>(If the same as residential address write 'As Above')</small> | _____ _____ _____ _____ _____ Post Code _____ |
| Home Telephone | |
| Mobile | |
| Email address - <small>print clearly</small> | |
| Date of Birth | |
| Customer Reference No (CRN) | - |

FAMILY STATUS - please tick

a. One Parent/Guardian

b. Two Parents/Guardians.....

c. Shared Care.....

d. Grandparent/s

e. Other

EMPLOYMENT STATUS - please tick

a. Employed - Full-Time.....

b. Employed - Part-Time

c. Self-Employed

d. Pension/Benefit.....

e. Study/Training

| | |
|------------|--|
| Work Place | |
| Work Phone | |
| Occupation | |

| | |
|------------------|--|
| Country of Birth | |
|------------------|--|

| | |
|------------------|---|
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| Primary Language | |

| | |
|---|--|
| Approximate Date Care is Required to Commence | |
| Registration Date | |
| Review Date <small>(Six months)</small> | |

Part B - PARTNER DETAILS

| | |
|--------------------|--|
| Family Name | |
| First Name | |
| Current Address | |
| Post Code | |
| Home Telephone | |
| Mobile | |

EMPLOYMENT STATUS - please tick

a. Employed - Full-Time

b. Employed - Part-Time

c. Self-Employed

d. Pension/Benefit

e. Study/Training.....

| | |
|------------|--|
| Work Place | |
| Work Phone | |
| Occupation | |

| | |
|------------------|--|
| Country of Birth | |
|------------------|--|

| | |
|------------------|---|
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| Primary Language | |

Part C - IN-HOME CHILDCARE CRITERIA

| | |
|-----------------------------------|---|
| <input type="radio"/> Criterion 1 | Have no access to existing childcare services OR |
| <input type="radio"/> Criterion 2 | Their circumstances mean that an existing childcare service cannot meet their needs. |
| <input type="radio"/> Category 1 | The parent/s work shift work or non-standard hours; |
| <input type="radio"/> Category 2 | The family lives in a rural or remote area; |
| <input type="radio"/> Category 3 | Has a child with an illness or disability; |
| <input type="radio"/> Category 4 | One of the parents has an illness or disability that reduces the family's capacity to care for the child/ren; |
| <input type="radio"/> Category 5 | The parent/s have had a multiple birth (three or more); |
| <input type="radio"/> Category 6 | The parent/s have three or more children not yet attending school; |
| <input type="radio"/> Category 7 | OTHER - The 'other' category must be discussed and agreed with the Department of Education Employment and Workplace Relations (DEEWR) prior to approval for care to commence. |

PRIORITY OF ACCESS (NSWICHCS use only)

a. Child at risk

b. Work/training/study

c. Child has illness or disability

d. Parent has illness or disability.....

e. Aboriginal or Torres Strait Islander - ATSI.....

f. Non-English Speaking Background - NESB


g. Rural/remote/isolated

h. Multiple Birth or 3 or more children under school age

i. Shift work or non-standard hours.....

➤ Please provide a detailed description of the family's circumstances supporting the eligibility criterion and category selected.

➤ It is recommended supportive documentation be provided as evidence of family's eligibility.

 Supportive documentation provided

Yes No

Part D - CHILD/REN DETAILS

| | |
|--|---|
| First Name - CHILD 1 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth | |
| Start Care Date | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

| | |
|--|---|
| First Name - CHILD 2 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth | |
| Start Care Date | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

| | |
|--|---|
| First Name - CHILD 3 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth | |
| Start Care Date | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

| | |
|--|---|
| First Name - CHILD 4 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth | |
| Start Care Date | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

Part D - CHILD/REN DETAILS cont

| | |
|--|---|
| First Name - CHILD 5 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth | |
| Start Care Date | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

| | |
|--|---|
| First Name - CHILD 6 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth | |
| Start Care Date | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

| | |
|--|---|
| First Name - CHILD 7 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth Date | |
| Start Care | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

| | |
|--|---|
| First Name - CHILD 8 | |
| Family Name | |
| Gender | F <input type="checkbox"/> M <input type="checkbox"/> |
| Date of Birth Date | |
| Start Care | |
| Customer Reference No (CRN) | _____ |
| School Age | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Country of Birth | |
| Ethnic Group | <input type="radio"/> Aboriginal <input type="radio"/> English Speaking <input type="radio"/> Non-English Speaking <input type="radio"/> Other <input type="radio"/> Torres Strait Islander |
| History of Illness/Health Allergies/Disability | |
| Please Specify - | |

Part F - GENERAL INFORMATION (Please circle Yes or No)

| | |
|---|----------------------|
| Are you prepared for the family home to be used for In-Home Childcare and meet appropriate 'Kid Safe' or 'Farm Safe' guidelines? | YES NO |
| Do you acknowledge that the In-Home Childcare placement is time-limited and will be reviewed according to on going needs? | YES NO |
| Do you have pets? If yes please specify - | YES NO |
| Do you have a swimming pool? To ensure the safety of children whilst the children are the responsibility of an In-Home Childcare Educator NSWIHCS recommends no children will be permitted to swim whilst in care. | YES NO |
| Do you receive Child Care Benefit? | YES NO |
| Do your children attend another approved Child Care Service? | YES NO |
| Are there any custody orders? If yes, you will need to show your copy to your Educator. | YES NO |
| <ul style="list-style-type: none"> ➤ Six weekly statements are statements for parents/guardians about the session of care provided at an approved service operating under the CCMS. ➤ The statements provide clear information about the sessions of care provided in a six week period, the charges for care and the amount of CCB passed on to individuals in respect of that care. | |

DECLARATION –

I declare that before completing this application form I have read and understood the NSW In-Home Childcare Services (NSWICHS)

4.1 FAMILY INDUCTION

Family Welcome Booklet

Application Form • Registration • Guidelines • Information.

In the event my application for In-Home Childcare with NSWIHCS is successful,
I agree to abide by the NSWIHCS 'Terms and Conditions', Policies and Best Practice Guides.

SIGNED AS AN AGREEMENT BETWEEN –

NSW Family Day Care Association Inc T/A **NSW In-Home Childcare Services (NSWICHS)**

AND

Applicant's Full Name

Signature of Applicant

Date (DD/MM/YY)

NOTE: Incomplete applications cannot be accepted and will be returned to you. To avoid this please ensure that all details are complete before faxing or posting to your local IHCS. Please note that an application for In-Home Childcare does not necessarily result in registration.