

## Early Learning

### Family Day Care Registration policy and procedure

This procedure **MUST** be read in conjunction with Uniting Organisational Recruitment & selection Policy & Standards Practice & Service policy

Uniting (Victoria and Tasmania) Limited is the approved authority and holds provider approval and service approval for over 60 Uniting education and care services in Victoria and Tasmania.

#### Policy Statement

- Uniting will ensure the process of registering and assessing Family Day Care (FDC) educator and educator assistant applications as to their suitability to become part of the Uniting FDC service is equitable and transparent.
- FDC educator and educator assistant applicants will meet all requirements of the FDC service registration process before providing education and care for children and partnering with their parents as a FDC service. Whilst assessing the applicant, the service will at all times keep the wellbeing of children as a paramount consideration.
- FDC assistants may be approved as suitable people to assist a FDC educator in providing education and care to children as part of the family day care service under specific circumstances.
- As the approved provider, Uniting will keep and maintain a Register of FDC educators, FDC coordinators and FDC educator assistants as required under regulation 153 of the Education and Care Services National Regulations.

#### Procedure

The FDC Annual Registration Checklist will contain the prescribed information in respect of each FDC Educator and FDC Educator Assistant engaged by or registered with Uniting’s FDC Service.

- When registered as a FDC educator, the approved provider will add the required details of the educator as outlined in regulation 153 to the register of the educators, coordinators and educator assistants and records of the family day care service. This register will be maintained and regularly updated.

#### Relevant Forms:

**Form 46.1** – Annual Resident Invenue registration Health & Safety Standards Checklist

**Form 46.2** – Family Day care record of staff engaged

**Form 46.4** – Register of FDC educators

**Form 46.6** – Annual registration checklist

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**Review:** This policy/procedure is due for review by: 04 October, 2020

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