

8.2 ENGAGEMENT AND REGISTRATION OF EDUCATOR ASSISTANTS

Policy:

Mackay Family Day Care Scheme is dedicated to providing reliable, quality education and care for families with children enrolled in the service.

Procedure:

1. Mackay Family Day Care Scheme will have a process to be followed when approving Family Day Care Assistants.
2. Mackay Family Day Care Scheme will maintain a register of Family Day Care Assistants approved by the service that meets the requirements of Reg 153.
3. Family Day Care Educator Assistant Guidelines:
 - 3.1 In the absence of the Family Day Care Educator, the Family Day care Educator Assistant may assist the Family Day Care Educator:
 - (i) In transporting children between a family day care residence and:
 - a school; or
 - another education and child care service or children’s care service; or
 - the child’s home; and
 - 3.2 In emergency situations, including when the Family Day Care Educator requires urgent medical care or treatment; and
 - 3.3 When the Family Day Care Educator needs to attend an appointment (other than a regular appointment) if -
 - the absence is for less than 4 hours; and
 - the approved provider of the family day care service has approved that absence; and
 - notice of that absence has been given to the parents of the child.
 - 3.4 When providing assistance to the Family Day care Educator whilst the educator is present educating and caring for children as part of a family day care service, no additional children may be present at the residence or venue.

Date Implemented	Review Date	Date Updated	Source
2016 November	2018 May 2019 November 2021 May		<ul style="list-style-type: none"> • Family Day Care Educator Recruitment and Induction Package. FDCAQ • National Quality Standard for Early Childhood Education and Care and School Age Care, 2009 • Education and Care Services National Regulations 2011.