

8.1 ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS

Policy:

Mackay Family Day Care Scheme is dedicated to recruiting suitably experienced educators from a diverse range of backgrounds. A thorough selection process for recruitment of suitable persons will ensure that Educators are well equipped to work within the Early Years Learning Framework, National Quality Framework 2011 and Scheme policies.

Each Educator must be committed to be available to provide education and care for a minimum of 3 days per week between Monday and Friday.

Procedure:

1. Upon receipt of an enquiry from a prospective educator, staff will provide them with the “MFDC New Educator Information Booklet”.
2. If the prospective educator wishes to apply to become an educator, scheme co-ordinators will arrange to visit the applicant at their residence.
3. If co-ordination unit staff determine the applicant is a suitable candidate, and the applicant wishes to proceed, they will complete the “Educator Details” Form which, along with other documents collected from the applicant will be added to the Educator File.
4. Co-Ordination Unit Staff will provide induction/orientation training to the applicant including, but not limited to:
 - Policies and Procedures;
 - Regulatory Obligations and Governance;
 - Risk Assessments;
 - Educational Program;
 - Health and Safety;
 - Interactions with Children;
 - Relationships with Families
 - Administration
5. Once the induction process has concluded and co-ordination unit staff are satisfied that the applicant is competent to commence, a start date will be determined and enrolments sourced.

Date Implemented	Review Date	Date Updated	Source
2015 October	2017 April 2019 April 2020 January 2022 January 2023 September	2017 October 2018 August 2020 July 2022 March	<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.