

## 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 procedure to be followed when approving Family Day Care Educator Assistants.
2. Mackay Family Day Care Scheme will maintain a register of Family Day Care Educator 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 2023 January	2021 July	<ul style="list-style-type: none"><li>• Family Day Care Educator Recruitment and Induction Package. FDCAQ</li><li>• National Quality Standard for Early Childhood Education and Care and School Age Care, 2009</li><li>• Education and Care Services National Regulations 2011.</li></ul>