

Mornington Peninsula Shire Family Day Care

Family Information Book

Over 25 years of providing quality child care for families and their children. Servicing the Mornington Peninsula and Frankston City Council Areas



**MORNINGTON
PENINSULA**

Shire

We work passionately to ensure that children enjoy the magic and fun of childhood

What is Family Day Care?

Family Day Care is a quality accredited home based education and care service that is provided in the family home of our licensed educators. Care can be provided for up to 7 children at any one time (4 preschool aged children and up to 3 school aged children). This ratio includes the educators own children (up to 13 years). The Family Day Care environment provides play based learning in a fun, small group family atmosphere. Educators provide experiences and activities for children that are appropriate to all ages and stages and relevant to the child's interests and skills. Most importantly, the Family Day Care setting values the magic of childhood.

What does Family Day Care Provide?

Family Day Care is an inclusive service for all children that provides a warm and safe environment within the educators home. Our quality service offers home based child care that is responsive to our community needs including:

- Full Time Care
- Part Time Care
- Casual Care
- Occasional Care
- Overnight Care
- Weekend Care
- Respite Care
- Before and After School Care
- School Holiday / Vacation Care

National Quality Standards

Quality assurance in Family Day Care is a collaborative process that ensures educators, staff and families work together to ensure the service continually develops as a high quality child care option.

The Australian Children's Education & Care Quality Authority (ACECQA) have put in place a National Quality Framework for all children's services across the nation.

The Mornington Peninsula Shire Family Day Care community is committed to reflecting on service practices to ensure that all children are receiving the highest quality care in line with the National Quality Reform and early childhood best practice. Our service embarks on developing and reflecting on a Quality Improvement Plan that is fluid and relevant to enhancing and improving service provision.

Mornington Peninsula Shire has been rated and assessed in 2013 as Exceeding the National Quality Standards.

The National Quality Framework key standards:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

We work passionately to ensure that we acknowledge parents as the primary educators

Further information on the National Quality Framework can be obtained from ACECQA at www.acecqa.gov.au.

Family Involvement

Mornington Peninsula Shire Family Day Care welcomes and values family involvement in the service operations. By working together we can ensure the magic of childhood is celebrated in our service.

Mornington Peninsula Shire Family Day Care is committed to supporting families by:

- Openly inviting our families to attend any of our professional development training opportunities. The Training program include such topics as guiding children's behaviour, children's activities etc. Information relating to topics, dates and locations will be provided in the parent newsletters.
- Newsletters are sent to parents on a regular basis and contain information about Family Day Care as well as informative issues such as child development, healthy eating etc
- To continually improve our service, we will survey families and educators on a regular basis. In order to receive accurate information, we encourage as many families as possible to participate in our surveys.

MORNINGTON PENINSULA SHIRE EDUCATORS

Educators are extensively interviewed for their suitability to care for children. Educator selection includes:

- Completed minimum qualification Certificate III in children's services
- A written and verbal standardised interview process
- Police check for Educators and their family members aged over 17 years
- Working With Children's Check for all residents in the home aged over 18 years.
- Medical checks
- Safety checks on the home
- Vehicle restraint fitting checks
- Orientation training
- Public Liability Insurance

Each new Educator must successfully meet set standards within each requirement to be a licensed Educator.

Successful Educators are licensees, of the Mornington Peninsula Shire. Educators are licensed to care for children in their own homes in a professional manner and in accordance with:

- Service guidelines and policies
- National Standards for Family Day Care
- National Childcare Accreditation Council of Australia

Through our philosophy we strongly advocate for the United Nations Rights of the Child

All Educators hold:

- Current Level 2 First Aid Certificate which is updated annually.
- CPR Certificate which is updated annually.
- Emergency Asthma Management Certificate.
- Anaphylaxis Training

How much does it cost to use Family Day Care?

Mornington Peninsula Family Day Care has independent fee setting practices where educators set their own fees and minimum hours for bookings. Once the fee structure has been approved by the service, fees may increase each line in year with CPI.

Educators will discuss their fee structure and charging practices with families at the initial interview prior to commencement of care and provide families with a copy of their fees and charges sheet as well as the Education and Care Remuneration Policy.

Educators individual fee schedules will include:

- hourly rates for standard and non-standard hours
- hourly rates for weekend/public holiday care
- minimum booking times and hours
- cost of meals and transport
- casual care arrangements

The Mornington Peninsula Family Day Care Service charges an hourly administration levy per child. This levy is paid directly to the service via the family's Child Care Benefit (CCB) and or Child Care Rebate (CCR) entitlement.

Subsidy Entitlements for Families

CCB (Child Care Benefit) and CCR (Child Care Rebate) as well as other government subsidies are available through the Department of Human Services for families. These subsidies reduce the weekly cost of child care.

Contact details:

Department of Human Services (DHS)

Tel: 13 61 50 (from 8am—8pm)

Web: www.humanservices.gov.au

The Enrolment Process

Initially, families contact the coordination team and proceed with a 'Care Enquiry'. During the care enquiry process we will take your basic details and what your care needs are, i.e. start date, days required and hours.

- Based on the care enquiry the coordination team will match your needs with an educator and then contact you with available educator contact details.
- The next step is for the family to contact the educator and make a time for the family and child/children to meet with the educator in their care environment. You may receive more than one educator phone number from the coordination team. We would encourage families to meet with as many educators as possible as this will
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We work passionately to ensure that children enjoy the magic and fun of childhood

- ensure that you find the most suitable match for your child resulting in best outcomes.
- When choosing an educator you may consider the following:
 - Does the educator hold similar ideas regarding your own values, beliefs, child rearing practices
 - Where will your child sleep
 - Where do the children eat
 - What activities does the educator provide
 - What is the daily routine for the educator. Eg. School/kinder drop offs/pick ups, playgroups

“ Once your family have made a decision on what educator best suits your child and family needs please contact the coordination team on 5950 1099, the team will organise to send our enrolment information to your family to complete and return before care commences.

FAMILY DAY CARE POLICIES

Mornington Peninsula Shire Child Care Services has a detailed policy and procedure manual which directs the day to day practice of the Family Day Care program. Families can view .policies on the Mornington Peninsula Shire website at: http://www.mornpen.vic.gov.au/Services_For_You/Children_Families/Family_Day_Care. Policies can also be emailed on request.

If you have any questions or feedback about Policies please contact the coordination team on 5950 1099.

Contacting the Co-ordination Team

Location:

Mornington Peninsula Shire Office
21 Marine Parade
Hastings VIC 3915

Hours: 8.30am to 5.00pm Monday to Friday

Telephone: 5950 1099

Postal Address: Private Bag 1000
Rosebud VIC 3939

Email: familydaycare@mornpen.vic.gov.au

Our Statement of Philosophy

Integrity and professionalism are central to our philosophy.
The following values depict our commitment to the very
best outcomes for all children.

All children have the right to become:

Successful learners with a strong sense of agency
Confident and creative individuals
Active and informed members of society
Autonomous and resilient throughout life

Through our philosophy we strongly advocate for:

A commitment to social justice
The United Nations Rights of the Child
Acknowledgment and respect for our Aboriginal
and Torres Strait Island people and their heritage
Celebrating diversity
Sustainable practices

We work passionately to ensure that:

We acknowledge parents as the primary educators
High expectations for all children are possible
Children enjoy the magic and fun of childhood