



Warringah Council 
FAMILY DAY CARE



Application to become a Registered Educator

Name of Applicant

INCLUDED WITH THIS REGISTRATION

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Application form completed & signed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Names of two referees | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Consent form for a <i>Working with Children Check</i> (Applicant) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Consent form for a <i>Working with Children Check</i> (Household members) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Landlord's permission form | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Copy of current first aid certificate | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Copy of current CPR certificate | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Pool compliance Certificate | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Electrical Safety Switch Certificate | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Copy of Child Protection Training | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

OFFICE USE ONLY

Date received:

 / /


Warringah Council

PROBITY CHECKS

All Educator applicants must undergo stringent checks to confirm their suitability to work unsupervised with children. All adult residents must also undergo checks to ensure their suitability to be in the vicinity of children. The following forms must be completed:

1. ***Applicant Declaration and Consent Form*** – For all FDC Educator Applicants (please download and complete)
<https://check.kids.nsw.gov.au/background-check-consent.php>
2. ***Household Member of a Carer Form*** – For each adult household member over 18 years of age: (please download and complete)
<https://check.kids.nsw.gov.au/adult-household-member-consent.php>

The following information must also be provided by the Educator applicant:

Proof of Identity – Original documents adding up to a minimum of 100 points as required by the 100 point check copies retained by the scheme as per NSW Commission of Children & Young People (present at interview)

Qualifications - Certified copies (by a JP) of all relevant qualifications will be required

Rented Premises – A permission form (enclosed) must be signed by the landlord where an applicant is in rented premises. Any concerns relating to the use of rented premises should be directed to the Coordination Unit. Tenants may wish to take out additional Landlord's Insurance through the National Family Day Care Council to satisfy any concerns their landlord may have

Unit / Strata Title Residents - *A Notice of Intention to Operate as a Family Day Care Educator* (enclosed) must be posted on the common notice board for a period of 30 days where an applicant occupies a unit or other strata title.

Privacy Act

Protection of privacy and the need for confidentiality is fundamental in providing a high quality childcare service. All records are kept secure and inaccessible to unauthorised persons.

Certain information is required to be collected in accordance with the regulatory framework of operating a children's service. Warringah Family Day Care follows the standards of the National Privacy Principles to regulate the way in which our service manages personal and sensitive information.

Disclosure of personal information will only be for the purpose for which it was collected. This is with limited exceptions, and can only be used for a secondary purpose when it relates specifically to the primary purpose of the collection of the information

We will obtain your permission before disclosing any personal and sensitive information not required to be disclosed by legislation.

You have the right to access personal information collected about you or your service and may view your records at any time or make a written request for copies.

All reasonable precautions are taken to ensure personal information collected is accurate, complete and up to date. Please ensure you keep us informed of any changes to information supplied.

EDUCATOR REGISTRATION DETAILS

Personal Details

FULL NAME			
PREVIOUS NAMES (maiden, previous marriages)			
ADDRESS	Post code		
Date of Birth:			Country of Birth
Primary Language			Other languages
Telephone Home			Mobile
Email			

Partner / Spouse Details

Full Name Partner / Spouse		Date of Birth
Occupation		
Days of employment		
Hours of work		
Telephone Number Work	Mobile	
Email		

Children in your family

Full name	Date of Birth	Child Care, Pre-school, School, Tertiary, Employment Details

Other people residing at your address

Full Name	DOB	Relationship to applicant	Where will this person be during your proposed care hours

Qualifications and Work History

Please provide details of relevant child care qualifications you have attained.
Please attach certified copies

Please provide details of relevant child care experience both paid or unpaid

Other Qualifications. Please attach certified copies

Previous / Current Employment

Company Name	Position held	Length of employment – dates

Health Information

How would you describe your health?

Do you have any illnesses or medical conditions that may impact on your role as a family day care educator (eg Asthma)

Do you take any medications on a regular basis?

If yes please provide details

Do you smoke?

Do any household members smoke?

Home Environment

How long have you lived in the area?			
Do you have any pets?		If yes what type?	
Type of home (tick appropriate below)			
House	<input type="checkbox"/>	Town House/Villa	<input type="checkbox"/>
Unit	<input type="checkbox"/>	Duplex	<input type="checkbox"/>
Owned	<input type="checkbox"/>	Rented	<input type="checkbox"/>

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Referees

Please provide the name and telephone details of two persons, who would be willing to provide you with a verbal reference. These persons should not be family members, should have known you for at least 2 years and should be persons who are familiar with your

- i. Child caring qualities and skills.
- ii. Work ethic skills

Where possible we require one recent work referee preferably your work supervisor. You should first gain their permission to use their names as referees. We will contact them personally by phone and ask a series of questions about your suitability to work as an Educator.

Name of Referee: _____
 Relationship to applicant: _____
 Phone Number/s: _____

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 Relationship to applicant: _____
 Phone Number/s: _____

FDC Educator Requirements

Educators registered with Warringah Family Day Care are required to comply with all relevant regulations and legislations as well as scheme policies and practices. Educators must ensure that the home environment meets all requirements in relation health and safety at all times.

The following home checklist is a general guide only

	Yes	No	N/A
Do you have a fully enclosed yard with secure gates and non scalable fencing?			
Is the outdoor play area inaccessible to vehicular movement?			
Do you have any plants with sharp prickles, large thorns or plants that may be poisonous or liable to cause allergic reactions?			
Do you have a swimming pool? (you will be required to provide certification that your pools meets all Council requirements including fencing)			
Are garage and sheds lockable to prevent access?			
Is your home fitted with an electrical safety switch?			
Do you have smoke alarms?			
Is safety glass or shatter-resistant film fitted to low-level windows or glass doors?			
Do you have a balcony that the children will access?			
Is your balcony railing at least 1200mm high?			

Are any other businesses run from your property? Please provide details.

Operational Information

What hours will you operate?				
What days you are available (tick all that apply)?				
Monday	Tuesday	Wednesday	Thursday	Friday
Please indicate what type of care you will offer (tick all that apply)				
Babies	Toddles	Additional Needs	Pre-school	Before/After School

Family and Household Members Consent

I/We have read the Educator Application Booklet '**Working as an Educator with Warringah Family Day Care**' and fully understand the responsibilities of the position and the roles and responsibilities of the household members.

I/We support _____
(name of applicant) application and agree to these premises being used for the purpose of conducting family day care service

To be signed by all household members (over 18 years)

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____



TO WHOM IT MAY CONCERN

This advice pertains to Ms. and concerns the use of premises at for the purpose of Family Day Care.

Family Day Care is a Warringah Council Service funded by the Federal Department of Family and Community Services and licensed by Community Services.

Insurance: Under service requirements, family day care educators are required to insure for a minimum of \$10 million Public Liability insurance.

This insurance is available through various insurers and we recommend that you check that the policy held by the educator includes landlord's liability insurance to indemnify the landlord in the event of a claim for injury or property damage as a result of the landlord's negligence. This information will be contained in the policy wording provided to the educator by the insurer. Further we recommend that you request a copy of the educator's certificate of insurance as evidence that the policy is current.

The service requires your consent, in writing, to the activity "Family Day Care" being carried out on your premises and asks that you sign the form below and return it to the Tenant nominated above, to be forwarded to the service.

I give permission for Family Day Care activity to be carried out on the premises

at _____

by _____

Signed: _____
(Landlord/Agent)

Dated: _____



TO MEMBERS OF THE BODY CORPORATE
NOTICE OF INTENTION
TO OPERATE AS A WARRINGAH FAMILY DAY CARER

Name:

Address:

.....

.....

You are hereby notified that the above occupant wishes to register as a Family Day Care Educator with Warringah Family Day Care and to operate from the above premises.

Family Day Care is a Warringah Council Service funded by the Department of Education, Employment and Workplace Relations and licensed by Community Services.

Numbers of Children: Unit dwellers are restricted in the number of children they may care for by the size and space available for child care. No more than four children under school age are normally permitted to be cared for in units, and in the case of smaller units, no more than three children. The actual number is determined by the Scheme, and applies to children present at any one time who are cared for on a permanent basis (including the educator's own children).

Supervision: Educators are required to supervise children at all times, and are not permitted to use public areas for recreation purposes unless a separate fenced area is provided.

Insurance: Under service guidelines, Educators are required to insure for a minimum of \$10 million Public Liability insurance

For more information about insurance to Family Day Care Australia:
<http://www.fdca.com.au/index.php/main/Public%20Liability#M72>

Signed (Occupier)

Date

Enquiries relating to Family Day Care: The Co-Ordinator, Warringah Family Day Care
9942 2122

WORKING WITH CHILDREN BACKGROUND CHECK

All applicants must provide documents to support their identity. This must include original documents adding up to a minimum of 100 points as required by the 100 Point Check under the Financial Transaction Reports Act 1988.

The following lists set out the value of each document according to the 100 Point Check.

<p>Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):</p> <ul style="list-style-type: none"> ✓ Birth certificate ✓ Birth card issued by the NSW Registry of Births, Deaths and Marriages ✓ Citizenship Certificate ✓ Current Australian passport ✓ Expired Australian passport which has not been cancelled and was current within the preceding 2 years ✓ Current passport from another country or diplomatic documents 	<p>70 points</p>
<p>Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):</p> <ul style="list-style-type: none"> ✓ Current driver photo licence issued by an Australian state or territory ✓ Identification card issued to a public employee ✓ Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit ✓ Identification card issued to a student at a tertiary education institution 	<p>40 points</p>
<p>Name and address of preferred applicant verified from any of the following (more than one document can be counted):</p> <ul style="list-style-type: none"> ✓ Document held by a cash dealer giving security over property ✓ A mortgage or other instrument of security held by a financial body ✓ Council rates notice ✓ Document from current employer or previous employer within the last two years ✓ Land Titles Office record ✓ Document from the Credit Reference Association of Australia 	<p>35 points</p>
<p>Name of preferred applicant verified from any of the following (more than one document can be counted):</p> <ul style="list-style-type: none"> ✓ Current credit card or account card from a bank, building society or credit union ✓ Local council rates notices ✓ Current telephone, water, gas or electricity bill ✓ Foreign driver's licence ✓ Medicare Card ✓ Electoral roll compiled by the Australian Electoral Commission ✓ Lease/rent agreement ✓ Current rent receipt from a licensed real estate agent ✓ Records of a primary, secondary or tertiary educational institution attended by the applicant within the last 10 years ✓ Records of a professional or trade association of which the applicant is a member. 	<p>25 points</p>

Completed applications should be posted to

Warringah Family Day Care

Civic Centre 725 Pittwater Rd

Dee Why 2099

NSW