



Mildura Rural City Council Family Day Care

Welcome to your Career in Family Day Care



For more information on the rewards and responsibilities of building your own successful Family Day Care business phone the Mildura Rural City Council Family Day Care Support Team on 5018 8271 or fdcinfo@mildura.vic.gov.au

A Professional Career in Child Care, Family Day Care is the right choice

Welcome, and thank you for choosing Family Day Care Mildura as a positive career choice in the Early Years Sector.

We provide professional, nurturing and a unique form of early childhood education in the Mildura and Wentworth area. We pride ourselves in ensuring all families have the opportunity to choose the early childhood care environment that is right for them.

We hope you will come join us on our journey.

Why Choose Family Day Care Mildura

- Mildura Rural City Council has been operating since 1979.
- An Educator can set their own hours to suit them and their family's needs.
- Earn a rewarding income working from home, potential more than \$80,000 per annum (fulltime equivalent).
- Access to up to \$2000 start up payment to assist in starting your small business.
- Expenses for your small business are tax deductible.
- Supportive Family Day Care Support Team staff who will guide and mentor you and assist you to succeed in your small business.
- Help children reach their full potential and shape their future.
- Opportunity for further training in person and online provided by the Family Day Care Support Team.
- We are currently rated as MEETING in both NSW and VIC against the National Quality Standards by ACECQA in 2021 and 2023. In Victoria we achieved Exceeding in 3 areas- staffing arrangements, collaborative partnerships with families and communities and governance and leadership.
- Be part of a network of early childhood professionals in your local area who strive towards quality Family Day Care.
- Mildura Family Day Care Scheme won the Family Day Care Australia Service of the Year in 2015

This is what our Educators say:

“If you have a passion to see children blossom Family Day Care does this. As a Family Day Care member for nearly ten years. I have had the opportunity to watch and help children grow into independent children.

Seeing children want to attend and learn so much through intentional learning and children choosing their own engagement to entertain themselves building independence, social skills friendships is a great reward.”

Sue- Educator

“Being a FDC Educator takes commitment, passion, and grit but the rewards of job satisfaction and relationships forged are unforgettable.

I also say, "I didn't choose FDC, FDC chose me!" How? I hear you ask. Well, I was working in long day care centers and was continually approached by parents (usually because the large group sizes or open hours weren't working for them) and asked "Can I please open a Family Day Care?" after researching and deciding that it could work I met with the fantastic staff at MRCC scheme who guided, reassured and led me through the process ensuring I had everything required and that was 14 years ago!

Their support has been unwavering, and I know that I am always going to be up to date with the best practice latest policies etc. and that takes a whole lot of stress off being your own boss, allowing me to focus on providing high quality care to each child."

Stella- Educator

Quick Checklist about your home

There is no need for all your home to be accessible for Family Day Care to run your business from home. Your family needs to have their own spaces for their belongings and privacy. Children need to have enough space to play and rest and have access to a bathroom and toilet. You are required to have a space to store and prepare food safely. Please see link to Family Day Care Guidelines for the Educator and their family.

Some things to consider before you get started:

- Fencing- to be unscalable and high enough to be safe.
- Glass- any glass under 0.75cm needs to be safety glass or filmed, all door glass in or around the door is to be all safety glass or filmed.
- General safety- power point covers, hot water max 50°, window blind cords are to be anchored or out of reach, stove tops knobs inaccessible.
- Swimming pools to be compliant through Council.
- Water hazards made safe i.e. ponds with wire grate over the top.
- Pets can they be made inaccessible to children, have their own space.

Applying for a position as a Family Day Care Educator

This guide has been designed to help you understand our recruitment process and to provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

What are the Selection Processes

Estimated timelines for the steps in our recruitment process are:

- Return Family Day Care Educator Application – 2 weeks from when you were sent the application.
- Letter of Acknowledgement sent – within 1 week from receiving your application
- Interview – 1 to 2 weeks from receiving your application

- Referee Checks – within 1 week from completion of your interview

Total of approximately 6 weeks

How do I Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Family Day Care Support Team to decide whether you should be interviewed for the position.

Applicants should prepare the following information:

1. A letter of application
2. A current resume
3. A completed Family Day Care Application Questionnaire
4. A completed Prospective Educator Information Form
5. A Doctor's Certificate stating that they are fit and able to perform the duties of a Family Day Care educator
6. Written Landlord permission if renting

IMPORTANT: Employment as a Family Day Care Educator will be subject to the Recruitment and Selection Policy and Procedure. Mildura Rural City Council Family Day Care is committed to Child Safety and is a Child Safety organisation. As such, applicants will be required to hold a current Working with Children Check for the state they reside and a have a successful Police Check that is valid (within 6 or 3 months according to the type of check) before starting.

Should you have any questions please contact the Family Day Care Support Team on 5018 8271.

More general information can be found at www.familydaycare.com.au and www.acecqa.gov.au.

Who do I submit the application?

Applications must be received by the due date. Applications received after this time may not be considered.

Do

- Read all information carefully
- Note the closing date for your application

- Contact the Family Day Care Support Team if you have any questions

Reminder when writing your application

- Assume that the Family Day Care Support Team knows anything about you

Email to:

fdcinfo@mildura.vic.gov.au

Deliver in person to:

Team Leader
Mildura Rural City Council Family Day Care
Deakin Avenue Service Centre
76 Deakin Avenue
MILDURA

Mail to:

Team Leader
Mildura Rural City Council Family Day Care
PO Box 105
MILDURA VIC 3502

Please note: Applications sent by post may take approximately 5 business days to be received.

What happens Next??

The Interview

An interview is the key part of the selection process and can be thought of as an “information gathering exercise” as it provides the Family Day Care Support Team the opportunity to gather specific information about an applicant.

- You will be contacted by telephone if you have been selected for an interview
- You will be provided with details regarding the time, day and location of the interview
- The interview panel will usually consist of two panel members
- During the interview panel members will ask questions to determine if you are suitable for the position
- You will have an opportunity in the interview to ask questions
- If you have not provided referee details on your resume, be prepared to provide at least 2 referees at the interview
- Referee checks will be conducted at the conclusion of the interview

- Please contact the Family Day Care Support Team if you are running late, cannot attend the interview or wish to withdraw from the process

If you are unsuccessful in obtaining an interview, you will be notified in writing.

After the Interview

If you have been successful:

- You will be notified by telephone
- An agreed date will be decided for you to attend the Family Day Care Orientation Training Session

If you have been unsuccessful:

- You will be notified by telephone of the interview panel decision, followed by a letter confirming the outcome
- You are able to contact the Family Day Care Support Team for feedback on your application and interview



***Thank you for considering employment with
Mildura Rural City Council Family Day Care Scheme***

**We know you're keen to start your new career as soon as possible!
We will work with you to get you up and running in a timeline that works for everyone.**

What support will you receive?

Our experienced, qualified, professional staff in the Family Day Care Support Team is there to support you by:

- Regular visits to your home to provide support and advice.
- 24-hour phone support. Out of hours for emergencies only
- Training opportunities and advice and assistance on further education
- Support to help you grow your business
- Fortnightly parent CCS payments
- Training and support on collecting and managing your fees
- And much, much more!

How many children can you care for?

Registered Educators can care for a maximum of 4 pre-schoolers at any one time - this includes any pre-schoolers of your own. Educators can care for up to 7 children (i.e. school age + preschool)

What will you earn as an Educator?

As a registered Educator you operate as a self-employed, small business contractor.

Registered Educators are not employees of Mildura Rural City Council.

You will set your own fees in conjunction with the services fee guidelines and charges. You need to reach a business decision to determine the fee you are going to charge for the childcare and education program you provide. When determining your standard fee, it is important to assess your expenditure and income requirements. To do this you can draft a budget which outlines what you expect to spend (projected expenditure) and what you need/want to earn (income) over a set period of time.

The placement of children with an Educator depends on many variables, including the area in which you live, your location in relation to public transport, how many pre-school children you have of your own, whether you transport your own children to and from school, etc. Children come in and go out of care all the time and when a child leaves your care there is no guarantee that another child will be placed with you immediately.

On average, an Educator caring for 4 pre-school children can expect to earn approximately \$400 per day before tax. Educators must ensure that they keep accurate records for taxation purposes as Council does not deduct tax. All Educators must hold a current Australian Business Number (ABN) available online from the Australian Business Register <https://abr.gov.au>

Insurance

Educators are responsible for maintaining all insurances required, including Public Liability insurance for at least \$10,000,000.

Educators can obtain comprehensive, industry-based insurance cover through Family Day Care Australia; free call 1800 658 699 or visit www.fdca.com.au

Need more information?

Please phone our friendly staff on 5018 8271, we're here to help.