



# **YMCA WA**

## **In Home Child Care Service**

### **Educator Information Book**





### **YMCA Family and Children's Services Philosophy**

We believe that each child is unique, capable and curious, with the inbuilt strength and tremendous potential to be the master of their own learning. Our aim is to nurture these vital qualities with warmth and understanding to enable all children to grow and develop in body, mind and spirit.

We believe that children bring to the learning environment a unique set of cultures, languages, skills, ideas and attitudes. We will nurture and care for the complete child allowing them time to explore and cultivate their own learning and interests in their own time. We will do this by providing a natural environment that reflects the real world and takes advantages of the child's natural wonder.

We will value all families and their diversity, we are committed to developing cooperative and interacting relationships and we will work together to increase understanding. Our aim is to create a partnership built on mutual trust and respect, working together to assist our children to grow stronger in confidence.



## Starting your In Home Child Care Business

Starting your own In Home Child Care (IHCC) business is an exciting prospect. You will be operating your own small business and therefore responsible for the day to day running.

As a member of YMCA In Home Child Care you will have the support of our dedicated team.

In Home Child Care is a unique flexible form of child care, where children are cared for within the security of their own home by registered Educators. In Home Child Care offers quality child care to meet the needs of individual families.

There are many reasons why parents may need to use In Home Child Care. These include such things as work commitments outside standard hours, education, disability or illness. In Home Child Care contributes to creating strong, healthy families and communities while decreasing the isolation for families who would be otherwise unable to access quality child care.

The YMCA WA In Home Child Care Service is approved by the Commonwealth Government allowing families to access Child Care Subsidy, enabling families to reduce the cost of child care.

## What is an Educator?

An Educator is a self-employed registered child care educator, providing In Home Child Care to a family in the family home.

All Educators are interviewed and if successful complete a comprehensive induction process through the YMCA WA staff and must have all of the following requirements before starting care with a family;

- Certificate 111 in Children's services or enrolled and working towards this qualification
- Working With Children card
- First Aid Certificate (HLTAID004)
- Public Liability Insurance
- Medical Certificate
- Australian Business Number (ABN)
- PRODA number
- National Police Clearance
- Training Modules (Induction) completed
- 2 references checked by YMCA WA Staff

Educators provide child care in a family home with the families children **only**. No other families can bring their child over to be supervised by the Educator. Educators cannot bring their own children along to work with them.



Educators are not required to do house cleaning or gardening, however Educators are required to clean up after all child care related experiences such as after meals, art experiences.

Normal domestic duties are not part of the Educators role – Child Care Subsidy (CCS) will only be paid out for child related experiences.

Educators must provide each family with a written program of activities that they are going to be doing with their child for the week.



Educators are encouraged to take children on child related outings, YMCA WA also offer Play Sessions in Bunbury and Busselton by a Qualified Play Leader.

#### **Educator qualifications.**

In Home Child Care offers a rewarding career path for people with a Diploma or Certificate 111 in Children's Services qualification, or those who are working towards formal qualifications.

YMCA WA In Home Child Care Service requires all Educators to complete the service specific Training Induction before commencing care with families.

#### **YMCA Training Induction**

Educators have to complete 9 training modules that relate to the day-to-day running of their In Home Child Care business.

Modules can be completed in your own time. Support is available from staff if you require assistance.

#### **Why do In Home Educators choose The YMCA WA In Home Child Care?**

The YMCA In Home Child Care Service has made a commitment to model best practice for families and Educators, ensuring children have access to premium quality child care.

Educators receive access to the latest information and support is offered by professionals in the child care field

Our staff are a dedicated team that have many years of experience in the child care industry and are passionate about the provision of High Quality Child Care.



### **Responsibilities of the Educator**

- maintain constant supervision of children in care
- provide a safe and hygienic physical environment
- promote healthy eating
- maintain accurate records
- provide a developmentally appropriate programme for children in care
- maintain a smoke, drug and alcohol free environment while child care is taking place
- keep the families and coordination unit informed of any changes that occur that will affect the running of their business
- show a willingness to be a participatory member of the YMCA Family Resource Centre
- maintain confidentiality
- maintain financial membership of the YMCA Family Resource Centre
- maintain the YMCA Family Resource Centre policies and membership agreement

### **Essential Criteria of the Educators**

Hold a current Certificate III in Children Service's Education and Care or are actively working towards. You are considered actively working towards an **approved certificate III** level qualification if you can provide documentary evidence from the course provider to your approved provider that you are:

- enrolled in the course and have started study
  - making satisfactory progress towards completing the course
  - meeting the requirements to maintain enrolment
- 
- hold a current First Aid Certificate
  - be over 18 years of age
  - hold a current Working with Children Card
  - hold a current Police Clearance
  - hold a Medical stating applicant is fit to care for children
  - have current Public Liability Insurance (Information will be provided at your interview)
  - have a current ABN (Information will be provided at your interview)
  - successfully complete the YMCA Training requirements
  - be able to work without direct supervision
  - be able to respond to children's individual needs and have an appreciation of difference
  - maintain confidentiality



- have access to email and internet and regularly check correspondence from the service
- have sound organisational skills and the ability to run a small business
- be able to maintain accurate paperwork and have sound mathematical abilities
- able to uphold YMCA membership agreements and annual member fee
- be available to work standard, non-standard hours and some rotating rosters

### What costs are involved in becoming an educator?

- Working With Children Card
- First Aid Certificate
- Public Liability Insurance
- Medical Certificate
- National Police Clearance
- Registration fee - \$50.00
- Training Modules (Induction) - \$100 discounted to \$50 when registration fee has been paid
- Membership fee - \$320.00

### What is In Home Child Care?

There's no place like home.....offering quality child care in the child's own home.

In Home Child Care is a flexible form of childcare where the care of children is provided in the safety and comfort of the child's own home by an approved Educator.

In Home Child Care places are available to families who have no access to existing child care services, or where a child care service cannot meet their needs.

To be eligible to access In Home Child Care families must meet **one** of the following criteria's, and also be able to provide proof of eligibility to the Service;

- The parents or carers are working non-standard or variable hours, outside normal child care service hours ([letter from employer or own ABN](#))
- The parents or carers are geographically isolated from other types of approved child care, particularly in rural or remote locations ([copy of driver's license with address details](#))
- The family has challenging or complex needs, including where families are experiencing challenging situations, and other approved child care services are not able to meet the needs of the child or the family.

In Home Child Care offers flexible hours of child care including fulltime, part time, weekend, overnight care and shift work rosters.



Educators choose the days, and times they operate their business.

In Home Child Care is very different to other forms of child care – only registered In Home Child Care Educators can offer **Child Care Subsidy**.

### **What is the role of the YMCA WA In Home Child Care Service?**

The service:

- Is a link between families and Educators
- Will administer child care benefit to the Educators on behalf of the family
- Provides professional development to the Educators
- Conducts regular support visits for the Educators – face-to-face support, phone and email support in between
- Provides access to toy library, and provide face to face support to you
- Provides access to resource materials
- Advocates for children and families in the community, assisting in providing quality outcomes for children

### **YMCA WA Support Visits and Mentoring**

YMCA WA Support Staff will come out to the family home and support the Educator. One of the main features of In Home Child Care is the support and development of the child care being provided.

The aim of these support visits is to mentor and observe Educators in an informal manner, assisting in the provision of providing quality In Home Child Care, while recognising and respecting the individuality of the family home. The support visits will consist of;

- An exchange of current and relevant information, and days and hours of care
- Service staff will role model quality child care practices and use positive guidance
- Exchanging resources from our Toy and Resources Library
- Discuss queries and concerns regarding all children in care
- Breaking down the isolation that can be associated with In Home Child Care

Staff conducting support visits are Qualified with an extensive understanding of In Home Child Care.

Contact us

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## YMCA Perth Inc – Privacy Commitment

Protecting your privacy and personal information has a high priority in the way this organisation is conducted. This organisation's policies are designed to comply with national legislation, in particular the National Privacy Principles.

This organisation commits to:

- only collecting information about you with your knowledge and consent;
- being fair and open in the way we collect the information, and will only collect that information actually required in the course of our dealing with you;
- retaining your information in a secure environment and will only provide essential information to our agents or service providers for the purpose of conducting our business or services with you;
- binding all staff, agents and service providers to our confidentiality agreements and our Privacy Policies;
- not sharing or selling your information to any third party for marketing purposes and not releasing information unless required by law to do so;
- allowing you access to the personal information held about you and you may advise us if you think any information is incomplete, inaccurate or out-of-date;
- where possible, satisfying your requirements by amending any information that you may consider incomplete, in accurate or out-of-date;
- if you require, allowing you to deal with the organisation anonymously wherever practical;
- providing you with a copy of our Policy Document if you require it;
- explaining the reasons for collecting information, how we use it and the consequences of not having the information required;

For further information you can contact the organisation in person, by phone, **9752 4033**, and we will be happy to respond to your enquiry.