

# The Y WA Family Day Care Educator Guide

Where Your Family Day Care Business Flourishes





## Introducing the Y WA Family Day Care

Thank you for your interest in becoming a Family Day Care Educator with the Y WA. By registering your business with us, you're joining more than a service, you're gaining a true partner in growth. We provide the foundation for Family Day Care Educators to not just survive but truly flourish in their independent childcare business.

### Our Mission

To provide opportunities for children and young people to grow and flourish in Body, Mind and Spirit.

### Our Vision

To ensure a better world, with and for young people.

This booklet will guide you through the journey of becoming a Y WA Family Day Care Educator, providing informative, practical, and encouraging advice to help your childcare business flourish.

If you have any questions or feedback, please don't hesitate to contact our team. We're here to support you on your journey to becoming a Y WA Family Day Care Educator.

## Contact us

**Office:** U3/21 Cammilleri Street, Busselton WA 6280

**Postal address:** PO Box 1201, Busselton WA 6280

**Office hours:** Monday to Friday 8.30am – 4.30pm

**Phone:** (08) 9752 4033

**Email:** [bsnfrc.fdc@ymcawa.org.au](mailto:bsnfrc.fdc@ymcawa.org.au)

# Our Philosophy

## The Y WA Family Day Care Services Philosophy

### **Building capacity**

At the Y WA, we believe every child is capable of flourishing when their unique strengths, interests, and cultural identity are nurtured within a safe, supporting, and inspiring environment.

### **Developing the whole child**

We view children as confident and capable learners who thrive when surrounded by caring, dependable adults and role models.

### **Providing high quality, evidence-informed practice**

Our practice is grounded in evidence, strengthened through meaningful partnerships, and enriched by the voices of families and communities.

### **The Y WA Family Day Care**

At The Y WA Family Day Care we pride ourselves in being a professional and approachable service.

Our experienced staff possess a wealth of knowledge that is shared with each educator to support and guide them in creating a successful career path while operating a quality educational service within their community.

Through mutually respectful and transparent relationships, service staff inspire and challenge educators to adapt and build on their existing principles and knowledge, encouraging reflection on their current practice and to strive for continuous improvement within their learning environments.

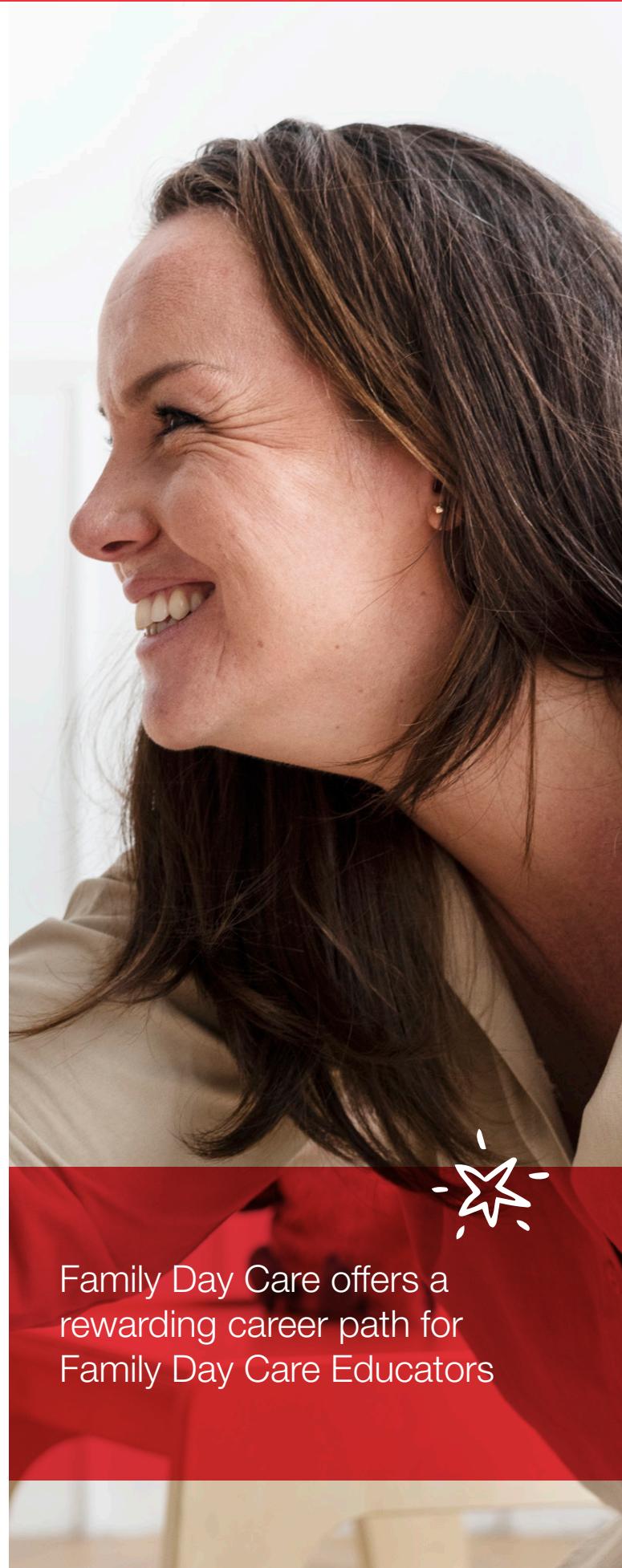
We are committed to The Y philosophy, beliefs and visions, which we hope will help our staff, educators, children, families and communities become valued contributors to society

### **Family Day Care Standards at the Y WA**

As a Y WA Family Day Care Educator, you are part of an approved service under the National Quality Framework, which allows eligible families to access the Child Care Subsidy. All Family Day Care services are assessed against the National Quality Standards and operate under the Education and Care Services National Law (WA) 2012 and National Regulations 2012.

To ensure children receive high-quality care and learning experiences, all educators must complete the registration process and maintain the same standards required of licensed childcare services across Australia.

The Y WA is committed to supporting educators to model best practice, providing guidance and resources so families can access safe, professional, and premium-quality childcare.



Family Day Care offers a rewarding career path for Family Day Care Educators

Further information on standards and regulations, visit [www.acecqa.gov.au](http://www.acecqa.gov.au)

### Why Choose the Y WA?

Choosing the Y WA means joining a trusted, well-established service that's committed to supporting your childcare business to flourish.

We go beyond standard support, we're your partner in growth, providing the resources, guidance, and foundation you need to succeed as an independent Family Day Care Educator.

Here's how we support your childcare business to flourish:

#### Flourishing through support

- ▶ Comprehensive regulatory guidance that removes compliance stress
- ▶ Dedicated support team available when you need them
- ▶ Streamlined processes that save time and reduce administrative burden
- ▶ Free access to an extensive range of toys, learning materials, and resources to enhance your programs

#### Flourishing through growth

- ▶ Business development resources and training to support professional development
- ▶ Marketing support and promotional opportunities
- ▶ Regular networking events and professional gatherings through conferences and playgroup

#### Flourishing through excellence

- ▶ Established reputation for quality and professionalism
- ▶ Strong brand recognition among families
- ▶ Quality assurance frameworks that enhance your credibility



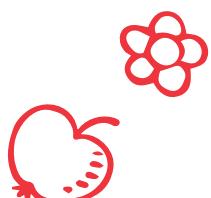
#### Hear what our educators have to say

"I've always been so grateful for such a wonderful service the Y has given me. The team has given me the confidence to grow my family daycare business, and they are always so thorough and helpful with any enquiry. I truly appreciate the support they provide."

- Catherine, Palmyra.

"The Y is the second scheme I have worked with in my 10 years of being a family daycare educator. They have been amazing. I feel confident to approach them with any concerns I have and they're very knowledgeable with all information shared."

- Amy, Donnybrook.





## Frequently Asked Questions

### How does Family Day Care work?

Family Day Care is an approved child care service that provides education and care in a home setting, creating a safe, secure and welcoming child friendly environment that will support the development and learning of young children.

Family Day Care has a requirement of a maximum of 7 children to be educated and cared for, (no more than 4 children under school age) educators own children must be included in the ratios.

The Registration and Membership certificate is issued by the Y WA Family Day Care service.

### How does In Venue Care work?

In-Venue Care follows the Family Day Care model, but care does not need to take place in the educator's home. Approved venues can include a separate dwelling on the educator's property, a classroom, a community centre room, or another approved off-site location.

### Why do parents like to use Family Day Care?

Family Day Care offers a flexible and personalised service. The small numbers allows Educators to keep in touch with and respond to the child's and the family's individual needs.

### Do Family Day Care Educators need child care qualifications?

Yes. Educators must hold a Certificate III in Children's Services (or ACECQA-approved equivalent) and complete the Y WA Family Day Care training and induction program.

### Where can I access more information regarding Family Day Care?

For more information browse the following websites:

- ▶ [www.ymcawa.org.au](http://www.ymcawa.org.au)
- ▶ [www.familydaycarewa.com.au](http://www.familydaycarewa.com.au)
- ▶ [www.familydaycareaustralia.com.au](http://www.familydaycareaustralia.com.au)

### What support is available to me?

We provide comprehensive support to help educators establish and operate their own business. This support includes:

- ▶ Regular home visits and play sessions
- ▶ Access to resources and training
- ▶ Compliance monitoring and guidance
- ▶ Centralised payments and administrative support
- ▶ Educational leadership and phone assistance
- ▶ Access to an online portal with helpful information including all policies, procedures and service forms to guide daily practice

# What we provide

## Support Visits and Mentoring

Our qualified support staff regularly visit each educator's home to provide guidance, share resources, and ensure quality care is maintained. These visits can consist of face-to-face meetings, virtual sessions, phone support, and/or attendance at playgroups.

During each visit, our staff:

- ▶ Exchange current and relevant information
- ▶ Role model high-quality care practices and positive guidance techniques
- ▶ Provide access to toys and resources from our Y WA Toy and Resource Library
- ▶ Discuss any queries and concerns about children in care

These visits are an opportunity for ongoing mentoring, professional development, and building strong, supportive relationships between educators, children, and Y WA staff.

## Play Sessions

We offer regular play sessions for educators and children, either in community venues or at an educators' homes upon request and depending on individual and group needs.

Play sessions provide valuable opportunities to:

- ▶ Discover new ideas for play and learning experiences
- ▶ Network and share knowledge with other educators
- ▶ Observe strategies for interactions with children
- ▶ Develop and implement behaviour guidance techniques
- ▶ Discuss any queries and concerns with service staff
- ▶ And most importantly – have fun!

## Toy and Resource Library

As part of your annual family day care membership, educators have access to our extensive Toy and Resource Library. The library is designed to support high-quality programs and foster creativity, helping you provide engaging and enriching experiences for the children in your care.

Located at our Busselton office, the Toy and Resource Library is easily accessible, with support staff also able to deliver resources during regular site visits upon request.

## Educator Training and Development

Before joining the Y WA Family Day Care service, all educators must complete our Educator induction and onboarding requirements, ensuring they can provide:

- ▶ Safe and stimulating learning environments
- ▶ Nutritious food and healthy routines
- ▶ Individualised programs for each child
- ▶ An understanding of the Child Care Subsidy and transport requirements

Ongoing professional development opportunities are also provided through Y WA and external training providers. Educators are encouraged to attend regular workshops and networking events to stay informed about best practice, current trends, and business development.



## Sounds Great! What's My Next Step?

### Local Government Approval

Contact your local Shire or City Council to check their requirements for operating a business from home. Some local governments no longer require formal approval for Family Day Care, but they may have specific conditions under the Food Act 2008 if you plan to prepare, store, or serve food.

### Tax Guidance

Visit the Australian Tax Office (ATO) at [www.ato.gov.au](http://www.ato.gov.au) or speak with your accountant to ensure you can:

- ▶ Understand the tax obligations of your Family Day Care business
- ▶ Claim all eligible deductions and maximise your tax return

Please note: The Y WA Family Day Care service cannot provide tax advice.

### Family Day Care Australia Insurance

All educators must hold Public Liability Insurance (\$10 million minimum). Family Day Care Australia offers tailored packages, but you're welcome to use any approved provider.

### Set-Up Costs

To start your business, you'll need to pay the annual Y WA Family Day Care fee and an ongoing levy per hour of care provided.

Please contact our team for more details on current fees and to understand your setup costs.



# Roles and Responsibilities

As a Y WA Family Day Care Educator, you play a vital role in providing a safe, nurturing, and engaging learning environment for children to flourish. Educators are expected to:

## Child Safety and Environment

- ▶ Provide constant supervision and maintain a safe, hygienic environment for all children in care
- ▶ Maintain a smoke, drug, and alcohol-free environment during operating hours
- ▶ Follow all Y WA Safeguarding Children and Young People Policies and Procedures
- ▶ Maintain confidentiality and professionalism at all times

## Program Delivery and Child Development

- ▶ Provide developmentally appropriate programs for children in your care to flourish
- ▶ Support the needs of children aged 0–12 years
- ▶ Promote healthy eating and positive lifestyle habits
- ▶ Use the online platform Storypark to keep parents informed about their children

## Communication and Compliance

- ▶ Keep families and the service informed of any changes that may affect care
- ▶ Actively participate in the Y WA Family Day Care community
- ▶ Comply with the Education and Care Services National Regulations 2012 and the Education and Care Services National Law (WA) Act 2012
- ▶ Record and maintain accurate records

## Business and Administrative Responsibilities

- ▶ Manage your own Family Day Care business, including basic administration, bookkeeping, and tax requirements
- ▶ Maintain financial membership with the Y WA Family Day Care service
- ▶ Adhere to all of the Y WA policies and your membership agreement
- ▶ Have access to the minimum required equipment and resources
- ▶ Maintain access to the internet and a printer

## Essential Criteria

To become a registered Y WA Family Day Care Educator, you must:

- ▶ Hold a Certificate III in Children's Services (or ACECQA-approved equivalent)
- ▶ Provide at least 30 hours of care per week between Monday and Friday (exceptions require approval)
- ▶ Have prior childcare experience
- ▶ Hold a current First Aid Certificate
- ▶ Hold a current CPR Certificate
- ▶ Hold a Federal Police Clearance (issued within the last six months)
- ▶ Hold a current Working with Children Check
- ▶ Maintain Public Liability Insurance with a minimum cover of \$10 million
- ▶ Successfully complete I'm Alert Food Safety Training
- ▶ Successfully complete Mandatory Reporter Training
- ▶ Successfully complete Safe Sleep training.
- ▶ Successfully complete all the Y WA training requirements
- ▶ Register for an Australian Business Number
- ▶ Meet all regulatory and service requirements to obtain a Certificate of Membership and Registration with Y WA

# We're here to help

If you have any questions or wish to chat about becoming a Family Day Care Educator with the Y WA, please contact us via phone or email.

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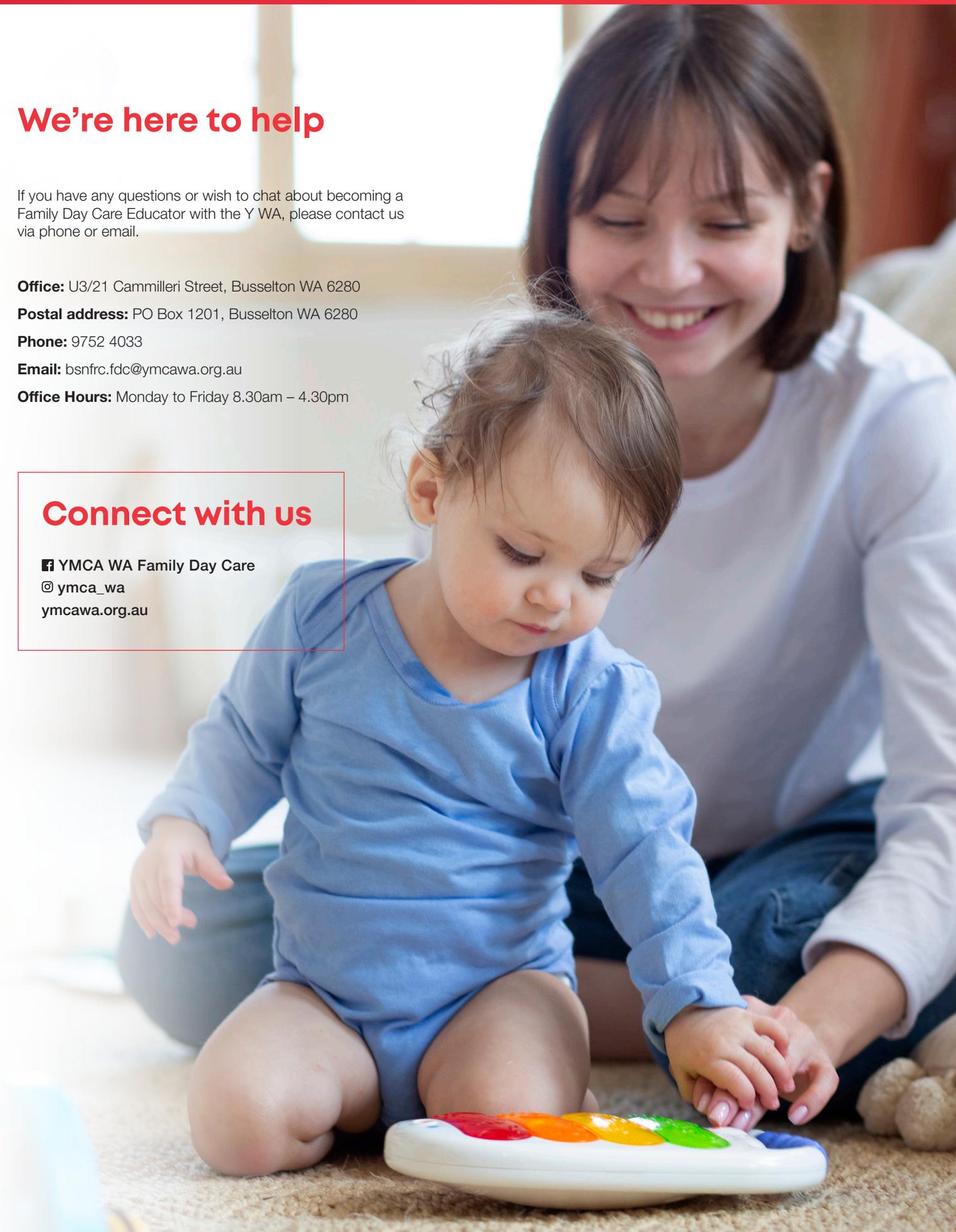
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## Connect with us

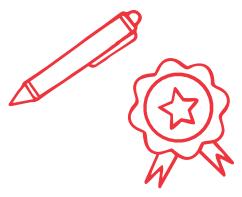
 YMCA WA Family Day Care

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[ymcawa.org.au](http://ymcawa.org.au)



## Notes



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