

EDUCATOR TRANSFERRING to Five Star Family Day Care



www.maitlandfdc.com.au



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About Us

Maitland Family Day Care is a not-for-profit service that has been operating for over 35 years. Maitland Family Day Care is run by a Community Management Committee and is marketed under "Five Star Family Day Care."

The Scheme is licensed under the "Education and Care Services National Regulations (2011)" We hold a rating of "Meeting" the National Quality Standards.

Five Star Family Day Care service is responsible for approving, supporting, training and advising our educators. Our educators are independent contractors. We monitor the education and care provided by educators and provide advice, support and information for parents.

Our Family Day Care services operates from a central location, in Metford NSW, which is also known as our co-ordination unit.

Our service is approved for Child Care Subsidy. We used the Software program Harmony for our childcare and enrolment records



Getting Started

Transferring to Five Star family day care from another scheme is stress free .

It starts with a phone call to our co-ordination unit or a contact request through our website at www.maitlandfdc.com.au

We start with an initial home visit and informal interview where we go through our transferring process with you.

As an educator already working in family day care, you will be required to supply us with the following information:

- Proof of Childcare Qualifications
- NSW working with children (including family members over the age of 18 years)
- National Police Check (within 6 months of application) (including all adults household members over 18 years)
- Landlord Permission if renting
- Drs letter (form will be provided)
- Pool Certificate
- Fire Equipment Authorisation
- Emergency Evacuation Plan (we will complete for you on initial Home visit)
- Car Safety Check (if transporting children)
- Proda Details
- Drivers Licence Number
- RCD verification
- Glass Certification
- First Aid Certificate
- Asthma & Anaphylaxis Training Certificate
- CPR certificate
- Bank Account Number
- ABN Number
- Signed Scheme Agreement and Code of Conduct
- Fee Schedule
- Red Nose Sleep Training
- Child Safe Standards Training



What support can I expect from the Coordination unit

At Five Star FDC we pride ourselves on providing you with high quality service and support.

Our educators are valued and considered part of our team. We support your individual needs.

- We provide 5 weekly home visits
- Ongoing professional training – small groups, face to face and webinars.
- 24hour emergency on call service available to educators
- We can organise relief care when necessary and we have a list of relief educators.
- We provide all necessary forms
- Phone and email support
- Harmony Software for attendance records and CCS
- Linking families with support agencies as required.
- Fee collection from families
- Linking families with support agencies as required.
- A website which provides a “one stop shop” for registered educators within our scheme, It includes
 - Forms
 - Educator Resources
 - Parent Portal
 - Online enrolments for families
 - Vacancy advertising
 - Customised Marketing for your service.



Costs

Educator registration with the Service : Nil

Educator Administration Levy - \$20.00 per week

Parent Levy - \$2.40 per hour per child (Capped at \$70 per week per child)

Enrolment Fees: for children who attend your service at the time of transferring are waived.

Free Sun Hat: for children on enrolment

Online Enrolment: Parents can enrol online through our website at www.maitlandfdc.com.au

Placement of Children

Families use our website to access childcare. This is where our educators display their vacancies. You can access the vacancy page on our website www.maitlandfdc.com.au

Once a family has secured a place within your FDC service the families then enrol online through our website.



Staffing

One of our point of differences is that we have a supportive coordination staff who are here to support you in your FDC service so it is a successful and rewarding career.

Our Team

Jenelle Ycas – CEO

Kyra Rumbel – Nominated Supervisor & Educational Leader

Maria James – Child Care Coordinator

Lisa Suszek – Child Care Coordinator

Eloise McSpadden – Childcare Coordinator

Karen Crooks – Business Operations Manager

Renee Woolcott – Administration



Planning and Documenting for Children

Our service pays for your Harmony Subscription which also covers the cost of the programming and practice.

We highly recommend our educator use this to document children's learning as it looks professional, saves time and provides families with the records. We have a range of templates set up to help you meet the cycle of planning.

Contact Us

If you have any further questions please
do not hesitate to contact us

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