



Family Day Care - Your New Career?



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Introduction

If you **are interested in operating a childcare business** from home, with resources, support and training through partnership with a local service, then Family Day Care may be the career you're looking for.

Family Day Care carers work with small groups of children (usually four or five under school age) between the ages of birth and 12 years of age. We plan for each day with the individual needs and preferences of the children in mind -- creating experiences that help them to grow and learn through play in a secure, family-friendly home environment.

If you are a person who is energetic, reliable and capable, and who enjoys the company of children, your own and others, this may be the opportunity you've been looking for.

Opening your home to families and children takes a special kind of person --- someone able to adapt to different people, cultures and lifestyles. You will also need the support of your own family, as home-based childcare will have an impact on their lives as well.

Your good organisational skills and ability to plan and manage your time will be an asset in your new business. You will also need a current First Aid Certificate, and a Working with Children 'Blue Card' (as will anyone over the age of 18 residing in your household).

When you start caring for children, you must hold a current public liability insurance policy to cover your business.

Be assured that we help you to meet these setup requirements, as we have done for scores of Family Day Care providers in the past.

Ideally, you will have some experience caring for children. We welcome carers with existing early childhood qualifications, such as a Certificate in Children's Services, and those who are willing to study. Bayside Family Day Care will also provide full induction training, as well as additional opportunities for training and professional development.

If you are looking to return to work, or to change direction in your working life, Family Day Care represents a unique opportunity to work from home, to build a successful business, and to earn a very good, even outstanding income.

If this sounds like something you'd be interested in then **we'd love to hear from you!**
Read on for more information about what you need to know to set up and get started.

Then: **call our Bayside Office at (07) 3393 4444** – or visit us on the web at www.baysidefamilydaycare.com -- we will be happy to explore with you the specific details of how you can get started. **For personal service, call Linda @ 0403 265 344**

Why work in family day care?

As a carer with family day care, you will be part of an established childcare service of over 340 schemes and 12,000 carers that has been operating in Australia for over thirty years.

Bayside Family Day Care has nearly 30 years of experience with Bayside families and children – and we now serve a large suburban area, including the Redlands.

We are part of a non-profit community association, **Community Childcare Incorporated**, which sponsors our organisation as well as our two partner organisations, **Children @ Bay Terrace** and **Wynnum Family Day Care**.

You will benefit from our brand name recognition, our award-winning website, marketing and promotional materials, customer service, and professional coordination team experienced in supporting and training you to deliver high quality childcare.

Your home-based business will deliver substantial **tax advantages** to you, and the opportunity to spend **more time with your own children**. You can choose your income level, and work hours to suit the priorities of you and your clients.

Your family day care service is part of the National Childcare Accreditation System, so the parents using your service will know that their children are receiving quality care.

Because family day care is a government-approved childcare service, parents who use family day care can receive the full range of childcare fee subsidies available through the Australian Government. This includes full Child Care Benefit (CCB) and the Childcare Tax Rebate.

Family day care in the Brisbane Bayside area is part of a national network of children's services that you can tap into at any time. You can join your local carer networking group, your State Association and your National Association, and Family Day Care Australia, the peak national body.

If you're interested in contributing your skills, views and passion, you can also nominate to join the Community Childcare Incorporated Management Committee. Denise Robinson is President, and can be reached at President@CommunityChildcare.Net. You can also stand for election for state and national association executive committees and boards.

Start-up costs

As with any small business start-up, there are number of **modest initial costs** that you will need to meet before you get started. Start up costs include: any home maintenance or changes required to meet safety standards; equipment and materials; and registration costs.

The safety and health of children is the number one priority. There are guidelines and standards in place to ensure that your home and garden are safe for children.

Potential areas that might need attention include:

- Safe fencing and gates (99% of residential fences are just fine)
- Fire equipment (for example: extinguisher, blanket, and smoke alarms)
- Safety glass in accessible windows and doors
- Child-proof locks on cupboards

To fully equip your service, you will need age-appropriate toys, books, craft materials and equipment such as bedding and furniture. Bayside Family Day Care provides you with free access to a superb toy collection, and a book library, supported by an online reservation system for both, as well as a professional Playgroup program offered in two locations, to equip you with these resources especially when you are a new carer just starting up.

If you plan to transport the children in your car, you will also need the appropriate safety checks, harnesses and booster seats, as well as a stroller or pram.

Your home will be safety checked by a Bayside Coordination Team Member before you can open your business. (This is for your protection as well as that of the children in your care).

Other approximate business start-up costs include:

- Public Liability Insurance (available from Family Day Care Australia from \$450 per year, with various payment plans)
- Police or criminal record check (around \$50)
- First aid certificate (around \$150)
- Suitability Notice ('Blue Card') to work with Children (\$40 for Carer, free for others in the home)

Bayside Family Day Care does charge you an annual Registration Fee which contributes to the administrative, financial, and professional support services we provide to you.

Your income

As a Family Day Care provider in Queensland, you become a self-employed small business operator.

As a small business operator, you should set your fees according to the income you need to cover costs and to make a viable income, while remaining affordable when compared to other forms of child care in your area.

Bayside Family Day Care suggests a fair fee for service in your local area. As a rough guide, caring for four full-time pre-school age children 40 hours per week may provide a gross income of around \$45,000 per annum. Carer businesses operating longer hours, or who include weekend and evenings, often gross much higher incomes.

Your **childcare business expenses are tax deductible**, so it is essential to keep good records. You can also claim a proportion of costs that are used both in your family day care business and in your private life, eg electricity, cleaning products and mortgage interest. Comprehensive tax information and a full list of deductions can be found in our easy to read Family Day Care Tax Guide.

Many of your clients will be eligible for Child Care Benefit (CCB) fee subsidies. Generally the scheme will pay you the CCB on behalf of the parent, and the parent will pay you the difference between the CCB and the full fee.

Paperwork

A certain amount of paperwork is required in every business, and family day care is no exception. We will help you with this side of your new business, but typical paperwork will include:

- timesheets for each child in care; these are sent to the Bayside Family Day Care office for processing of CCB payments, currently on a fortnightly basis
- daily / weekly plans that include age-appropriate experiences for each child
- written observations for each child
- incident records for insurance and child protection purposes
- income and expense records
- policies and welcome information for new parents

In the 21st century, **having a PC to help run your business is a must**. In addition to having basic business software, e-mail messaging facilitates communication with the Coordination

Unit and other carers, and helps to limit your administrative expenses. We also provide reliable and steeply discounted IT hardware and software support services for your computer as required.

The award-winning Bayside Family Day Care website is an important place to access key documents like forms for parents, as well as news and information to support your business. We provide a private Forum for Carers to support mentoring, ideas to help with childcare, and informal support among the care providers in our service.

A variety of additional resources useful to you and your business can be accessed from www.baysidefamilydaycare.com ; for example we have compiled a valuable registry of important government website links. You can also use our web resources to publish your own weekly or monthly news sheet for parents.

You will also need to keep your finances in order, and if you are going to get an Australian Business Number (ABN) and/or claim GST you will need software that can calculate your activity statements.

What do we expect from you?

Every family day care scheme in Australia is unique because of the local area in which they operate and the diversity of families in those communities. Our Bayside Family Day Care Service is also unique and there is no such thing as a 'one size fits all' carer. However, if we were to write a job description for carers, it would go something like this:

Knowledge and Experience

- ability to plan and provide play-based learning experiences for children in care
- a demonstrated ability to respond to children in an appropriate manner and a positive approach to behaviour guidance
- a basic level of spoken and written English to help guide children's learning, communicate with families, staff and essential services, and understand and complete administration tasks
- knowledge of good nutrition, health, hygiene and safety.

Personal Skills

- able to work cooperatively and positively within the family day care scheme
- demonstrated ability to communicate effectively with children and adults
- acceptance of diversity, inclusive practices and respectful of families including cultural or religious practices, disabilities and additional needs
- acceptance of the right of each child to learn and grow in an environment which is warm, safe and stimulating
- willingness to learn effective childcare practices
- awareness of the importance of professional development and continuous improvement.

Commitment to Learning

We believe that ongoing professional development is very important, so we provide one monthly two-hour training evening with a recognised expert in early childhood. Periodically, we gather in small groups, in informal settings like a carer home, for participatory learning and sharing, in a seminar session focused on the quality of our care for children.

We also encourage carers to formalise their skills and experience with a Certificate in Children's Services. These days there are so many different ways that training courses can be delivered -- face to face, self-paced correspondence courses, or even online. Costs are reasonable, fully tax deductible, and are often Government subsidised. For example, a Certificate III can be completed part-time in 6, 12 or 24 months and costs around \$1,400.

Flexibility

One of the key differences between family day care and other forms of childcare is our ability to accommodate a range of childcare needs. Family day care offers full-time care, when the same child comes to your home Monday to Friday; part-time care, when a child comes two or three days a week; before/after school and vacation care for older children; evening hours and sometimes overnight stays and weekends.

A flexible service will be appreciated by your clients, particularly those who have demanding jobs with long hours, and those who work shift-work or travel as part of their job. The greater your ability to offer a flexible service, the more you will enjoy a good, stable income ... and just watch the waiting list for your service grow!

Independence

After a period of orientation and initial training, you need to be ready to take responsibility for your own business and the management and administration that goes with it.

Bayside Family Day Care will help you set up and get started and we will provide you with ongoing training and support through regular coordinator visits, phone calls and training events. But it will be your business -- your clients, your relationships, and your unique service in caring for children.

Next steps

If you are interested in finding out more about family day care, the next step is to **contact the Bayside Family Day Care office** in Manly. Your call will be answered by a Coordinator or Staff Member trained to walk you through the first steps to setting up your family day care business.

You complete a basic application. We meet with you promptly, to help you determine whether you are ready to join our Service. You will also need to consult with your family to assure a supportive environment in your new venture.

Once registered with us, we will welcome you, and give you all the support, advice, training and guidance you need to start up and get going – with children in care.

Call Bayside Family Day Care now at (07) 3393 4444 -- and start building a rewarding career and a substantial income as a Family Day Care provider.

Visit www.baysidefamilydaycare.com where you can apply online to ‘become a carer.’

We hope to welcome you aboard!

