

MANAGEMENT COMMITTEE

The Scheme is an Incorporated Community Based Non-Profit Organization controlled by the "Management Committee" which consists of Parents, Caregivers and Community Representatives. The Committee's role is to oversee the running of the Scheme to make sure all licensing regulations are met and ensure its viability, effectiveness and efficiency.

The positions on the committee are President, Treasurer, Secretary and Committee members. Committee meetings are held monthly. At time of enrolment, parents may elect to pay a \$2.00 membership fee for membership to the Association. As an "Ordinary Member of the Association" parents are able to vote at the Annual General Meeting of each year.

If you require any more information please contact the office.

Areas covered by Shellharbour/Kiama Family Day Care Scheme are:

Shellharbour and Kiama Council areas include North to the Windang Bridge, West to Albion Park/Jamberoo and South to Gerringong

ROLE OF THE CO-ORDINATION UNIT

It is a Government funded Coordination Unit that establishes, maintains and closely monitors a network of licensed caregivers who provide subsidized "Quality Child Care".

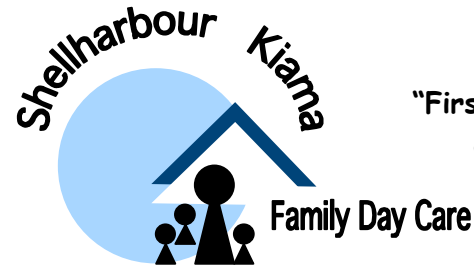
The Co-ordination Unit role is to operate the service within DOCS regulations and guidelines and FAC's operational guidelines.

The primary role of the Co-ordination Unit is to refer parents for child placement, administration of Child Care Benefit and Government funding. The Family Day Care Scheme aims to maintain high standard childcare and fosters a sense of belonging for all participants (caregivers, children, parents and staff).

The Scheme offers to its carers and parents:

- Advice and support regarding childcare needs
- Assistance and support regarding Child Care Benefit, Special Child Care Benefit and Respite Care.
- Professional advice on children's developmental and behavioural issues.
- Liaison between parents and Carers (if required)
- Issue of regular newsletters

For more information on any issues regarding applying to be a Carer with Shellharbour / Kiama Family Day Care, please contact the Coordination Unit on PH: 4256 2078 or email skfdc@bigpond.com



"First choice for families, best choice for children - building skills for life."

Carer

Information

**Shellharbour / Kiama
Family Day Care Inc.**

WHAT IS FAMILY DAY CARE?

Family Day Care is one option of child care for families, which provides care in a home-based environment. Carers are registered with the Coordination Unit, who then oversee and support carers to provide quality care for their children and families.

Scheme History

Family Day Care providers have been operating in the Shellharbour/Kiama areas since the 1980s under the auspice of Illawarra Family Day Care. In 1990 the Commonwealth Government granted funds to Shellharbour City Council to establish a Shellharbour Family Day Care. The scheme was initially sponsored by the council and during the first three years secured funds to encompass the Kiama Local council and area. Thus the scheme became Shellharbour/Kiama Family Day Care.

In 1995 the scheme incorporated and an independent community management committee took over sponsorship.

Over the past seventeen years Shellharbour/Kiama Family Day Care has gradually expanded, we have twenty five carers offering care. Carers are located in all areas of Shellharbour and Kiama. They offer a wide range of care for children between six weeks and twelve years, day care, before and after school age care, vacation care, overnight and weekend care in some cases.

PHILOSOPHY:

The Shellharbour/Kiama Family Day Care Scheme strives to provide a warm friendly and quality home-based care environment for children whose parents need to be absent for the purpose of work, employment seeking, studying or respite.

Children are welcomed into a safe home environment and cared for in a small group by a registered carer who will provide daily experiences and routines which will promote the development of each child to their full potential. Professional child care staff are available as a resource and offer support to both carers and parents to ensure that the needs of the child are met and maintained.

Shellharbour/Kiama Family Day Care scheme is committed to a team approach, involving parents, carers and staff to ensure that all the children placed in our care are treated as valuable and special individuals.

Scheme Aims

1. To provide a high quality and accessible home based child care alternative which is relevant and responsive to the needs of families and the community.
2. To foster cognitive, social , physical, creative and emotional development of each child by recognizing and accepting their individuality.
3. To utilize existing resources in the community including those individuals with knowledge, skills and experience in child care to provide and manage a culturally relevant service.

CARERS

The Carer is required to comply with the Licensing Regulations set by the Department of Community Services Scheme policies/procedures and the care participation agreement. Family Day Care operates on a maximum number of 7 children (maximum of 5 preschoolers/or 7 under the age of 12 including the caregivers own children). The Caregiver has a current First Aid Certificate and attends monthly training at the scheme which relates to improving the service the carer is providing.

The caregiver and any other persons over the age of 18 years who resides in the premises have undergone a Working with Children Check. Premises are checked and approved by the scheme. The carers receive an annual home safety check certificate and the Child Development Officers visit all the carers every two to three weeks.

The operation of a small social group assures a comfortable non-threatening environment.

Attributes of a Carer:

- Practical child care knowledge and/or childcare related qualifications
- Outgoing, flexible, approachable, warm and caring.
- Organisational skills.
- Communicate well on various levels
- Record keeping skills.
- Work according to the Code of Conduct.
- Are willing to accept advice from the Scheme Staff and work within Scheme policies and requirements.
- Offer quality child care on a full and/or part-time basis.