

EDUCATORS - ORIENTATION

POLICY

In order to ensure that new Educators are able to offer quality care for children, an orientation program is administered by the scheme; depending on the numbers and situation of new carers, this has been designed to be delivered in a variety of ways, eg by appointment at the Co-ordination Unit, in an Educator's home, at a session with other Educators.

PROCEDURE

All new Educators will be required to complete an orientation program before commencing care with registered children. The main areas of Family Day Care provision will be covered, including but not limited to:

- Administrative Requirements - filling out timesheets etc.
- Quality Assurance assessment and rating process.
- Planning to Meet Children's Developmental needs
- Occupational Health and Safety
- Child Safety
- Inclusion
- Confidentiality
- National Law, Regulations and Standards

The Educator will be supplied with the following:

Policies & Procedures Folder

Resource Folder, including:

- Parent Information - Handbook, enrolment forms, fee schedule
- Requirements for Educators and the Home
- Provision of Care
 - Educator Hints
 - How to Conduct a Successful Interview
 - Planning in Family Day Care
 - Behaviour Management
 - Child Development
- Community services information
- Ideas for activities
- FDCA Membership and Product Information
- Quality Assurance Handbooks – Belonging, Being Becoming and the VEYLDF handbook

Administration Forms:

- FDC & Emergency Telephone numbers / Calendar
- Timesheets
- Booking Agreements
- Accident / Injury / Illness Record
- Medication Sheet
- Medical Information Sheet
- Incident / Injury Report
- Excursion Form
- Home Safety Evacuation Plan and logbook

Source: Mt Alexander FDC handbook
Mt Alexander FDC Carer Agreement
National Law Regulation and Standards Guide.

Reviewed July 2007, May 2008, August 2008, July 2009, July 2012