

FACILITIES - EQUIPMENT

POLICY

The Scheme's commitment to providing high quality home-based child care is reflected in ensuring the provision of safe and appropriate equipment and toys.

PROCEDURE

1. Supply of the equipment is the dual responsibility of the Scheme and Educators.
2. In providing suitable items the Scheme and Educators should consider all safety aspects of children's furniture and equipment, in relation to age, size and developmental needs of the children.
3. Equipment in use, including furniture, will be checked annually at the Educator's home and the Educator informed of any safety issues observed.
4. Equipment returned to the Co-ordination Unit will be checked by Co-ordination staff.
5. It is the responsibility of the Educator to maintain the equipment in a clean and safe manner. Any defects or faults must be reported to the office immediately.
6. At the Administration Induction, prospective Educators will be advised that they will be expected to supply their own approved equipment as part of their contract in the long term.
7. The Scheme will supply essential equipment wherever possible until the Educator builds up their own stock of these items.
8. Supply of equipment to Educators **may** be limited as follows:
 - 4-6 items in the first 6 months
 - 3 items after 6 months
 - 2 items after 18 months
 - 1 item after 2 years
9. Educators will be provided with a safety guide to children's furniture on which to base their purchases for use by Family Day Care children.