



EDUCATOR INFORMATION & APPLICATION

family Day Care Program Murrindindi Home Based Child Care



Updated february 2016



1. AN INTRODUCTION TO FAMILY DAY CARE

Murrindindi Family Day Care (FDC) provides childcare for families living or working in and around the Shire of Murrindindi. FDC is sponsored by council and funded by the Australian Government.

What is Family Day Care?

In Family Day Care the emphasis is on a warm, safe, stimulating, happy environment with an educator who enjoys and understands children, and is skilled at coping with their day to day demands.

Care is usually provided at the educator's own home but other venues, such as a primary school or a community premises, may also be approved. Educators can choose to work with children of a specific age if that is what the community needs.

What types of care can be provided?

Family Day Care aims to provide flexible child care hours, however as an educator you are not obliged to offer all of these options:

- ◆ Full-time care
- ◆ Regular part-time care
- ◆ Casual care
- ◆ Before and after school care
- ◆ Holiday care
- ◆ 24 hour care (conditions apply)
- ◆ Respite care
- ◆ Weekend or evening care

Children are able to attend their own school, kindergarten or health centre, and participation in playgroups and library story times are encouraged.

The role of an educator

The educator is not required to be a substitute parent and it is essential that the needs of the Family Day Care children come first every day. Educators are required to prepare activities each day for the children and are encouraged to arrange outings if the weather is suitable.

In home based care, children are able to take part in activities such as preparing food or gardening, so the emphasis on family life is very important.



Educators must ensure that their personal activities or private business interests do not conflict with the care of FDC children. Educators are not permitted to do any other work, either paid or voluntary, whilst children are in care.

Who can use Family Day Care?

Any parent or guardian can use Family Day Care. HBCC staff will talk to you about priority of access.

Children with special needs often thrive in FDC because of the individual attention they receive from their educator and the small group of children to interact with. Family Day Care can work with SCOPE and ISA to best support your child and educator.

Parents who wish to access child care for reasons other than work or study commitments are also welcome to use FDC if there are sufficient places after other priorities are met.

How does Family Day Care work?

Each educator is asked to be available for a minimum of 2 days per week, and after school educators should be available each day if required. However as a small business operator you will be free to choose the hours of work which suit your situation.

Up to four pre-school children or a total of seven children (including children up to the age of 13 residing with the educator) can be cared for by a registered educator.

Every educator completes a selection process which includes a written application, an interview, a Working With Children check for the educator and any other residents over the age of 18, and police checks for all residents of the house over the age of 18. An educator's home or venue must comply with safety requirements before registration is granted.

Educators are required to hold (or be actively working towards) at least a Certificate III in Children's Services. Educators are also required to hold certificates for Asthma and Anaphylaxis management, as well as current level 2 First Aid and CPR certificates. Educators are expected to meet all Education and Care National Regulations and Standards, and to attend professional development training as directed by the FDC co-ordination unit.

Educators are paid an hourly rate for each child in care. Each educator submits their fee schedule for approval by MHBCC.

Parents who request care are interviewed and registered by the coordination unit and are given contact numbers for at least two educators (if possible). Parents are encouraged to take their children to visit educators prior to making a final choice. Parents and their chosen educator make arrangements regarding the hours of care required.

The coordination unit must be informed when an arrangement has been made so that parent's registration forms can be copied and forwarded to the selected educator.



Status of educators

You will be self employed, responsible for your own tax, superannuation and public liability insurance. Murrindindi Shire Council is the sponsor for Family Day Care and will be responsible for the parent's registration, referral of families, and payment of your Workcover premiums.

Council will work out how much you have earned each fortnight and pay you the parents Child Care Benefit and CCR (if allocated to service) amount less an administration levy. You will collect the balance of fees owing directly from the parents.

You are required to obtain an Australian Business Number (ABN) to avoid deduction of withholding tax from your payment each fortnight.

FDC staff can assist you with basic tax information provided to us by Family Day Care Australia (FDCA).



2. BECOMING AN EDUCATOR

Why be an educator?

People have various reasons for offering to care for children in their homes or other venues. Many need to add to the family income, others find caring for other children provides company and stimulation for their own. Some apply to register with Family Day Care because they love children and enjoy the laughter and excitement the children can bring to their lives, as well as the challenge of providing a stimulating environment for them.

If you respect and understand children, enjoy their company, and know how to provide for their growth and development, you will be a wonderful educator.

Requirements of educators

Our educators need to be able to ensure that the physical, emotional and intellectual needs of the children in care are met to the standards of the Education and Care National Regulations.

To be accepted for registration as an educator you must successfully complete:

- ◆ a written application form
- ◆ an interview
- ◆ a home (or venue) safety check
- ◆ an 'Employee' Working with Children Check for yourself
- ◆ a 'Volunteer' Working with Children Check for members of your household aged 18 years and older (not applicable for in-venue educator)
- ◆ induction training and signing of an agreement
- ◆ public liability insurance cover
- ◆ an application for an ABN
- ◆ provision of a phone message service at your home
- ◆ police record check for yourself and members of your household aged 18 years and older (not applicable for in-venue educator)
- ◆

To be accepted for registration as an educator you must also:

- ◆ have, or be actively working towards at least an approved Certificate III level education and care qualification
- ◆ hold a current approved First Aid certificate, or have booked and paid for one
- ◆ hold a current certificate in Anaphylaxis Management, or have booked and paid for one
- ◆ hold a current certificate in Asthma Management or have booked and paid for one.



3. SOME THINGS TO CONSIDER

Before you consider becoming an educator you must think of your own feelings regarding some of the issues involved in being an educator.

Ask yourself

- ◆ Can I attend to the needs of children of varying ages without members of my own family suffering?
- ◆ Do I really like children and know enough about them?
- ◆ Can I stay with children for long hours and still be able to give each child affection, security and protection?
- ◆ Can I understand and respect the children well enough not to become too involved with them, or try to take the place of their parents?
- ◆ Do I have an inviting home or in-venue environment that would give children the feeling they are welcome, secure and cared for?
- ◆ Am I in good health?
- ◆ Do I have the physical ability that will be needed to care for children?
- ◆ Can I handle accidents and emergencies calmly and efficiently?
- ◆ Can I be flexible enough to handle the surprises that come when children are around?
- ◆ Would I be able to give the continuity of care that children need?
- ◆ Can I offer my service for at least a year?
- ◆ What kind of satisfaction will being an educator give me?
- ◆ Do I really want the responsibility of someone else's child?
- ◆ Am I willing to work with the parents of the child to share information and discuss the best ways to deal with issues/concerns?
- ◆ Will I be happy about an FDC staff member visiting me regularly?
- ◆ Can I work with FDC staff and see their suggestions as help, rather than interference?
- ◆ Am I prepared to do some paperwork on a regular basis?
- ◆ Am I easy going about mess and clutter?
- ◆ Am I prepared to undertake professional development?
- ◆ Do I have an open mind to education on child care matters?
- ◆ Do I understand the implications of my home also being my work place?



4. CONSIDERATION OF THE OTHER PEOPLE IN YOUR HOME

This section is not applicable to in-venue care

Family Day Care involves all the people who live in your house.

Talk your plans over with all the other people who may be affected and ensure that you have their cooperation.

Make sure that you have considered the following questions:

- ◆ How will your partner or housemates feel about you caring for other people's children?
- ◆ Will they enjoy the children being in the home; would they join in their activities when they are home or alternatively have a place of their own to go to?
- ◆ If they have to work at night, will they be able to sleep during the day as the children play?
- ◆ Will they be fully aware of how changes in your schedule will affect home life?
- ◆ If you have your own children how will they feel about sharing their toys, their space and your attention with other children?
- ◆ If your own children become jealous, will you be able to handle their feelings?
- ◆ If you have older children, will they accept the presence of young ones in the house again?
- ◆ Will their studies be disturbed?
- ◆ Do you have older relatives at home who may be disturbed unduly by the presence of young children?
- ◆ Would the older people be able to relate easily to young children?
- ◆ Do you have any pets that may be a concern?
- ◆ Do you have a space that you can set aside to have timesheets ready for signing and display FDC information?
- ◆ Does your family realise and accept that you will be running a small business from home?
- ◆ Finally, are you prepared to accept the extra wear and tear there may be on your home because of the presence of a number of young children?



5. EDUCATOR'S RESPONSIBILITIES

As a registered educator with children in your care you would have certain responsibilities to those children, their parents and Family Day Care. A summary of these is listed below.

- ◆ Children must be supervised **at all times**
- ◆ Educator's homes or venues must be safe for young children and maintained in reasonable condition
- ◆ Hygiene should be considered at all times especially where food, bedding, toileting and infection control are concerned
- ◆ Behaviour guidance will have been discussed at the placement of the child, however educator must not strike a child in their care, regardless of the parents' attitude toward corporal punishment
- ◆ Nutrition and physical activity are important aspects of Family Day Care
- ◆ Food eaten in care, whether provided by parents or educators, should provide a balanced, healthy diet for each child
- ◆ Drinks, consisting of water or suitable milk, should be available to children at all times
- ◆ A variety of activities, a quiet time and a reading time should be provided each day and children should be encouraged to spend time outdoors each day
- ◆ Use of TV and computers should be restricted and the programs and activities should be appropriate for the age of the children in care
- ◆ When an educator has FDC children s/he cannot have other children under 13 years of age in the day care home, except those who reside with her/him
- ◆ Educators must not take part in personal work, voluntary, sporting or leisure activities whilst FDC children are in care
- ◆ Educators must not sub-contract the care of children to any other person
- ◆ Children can only be collected from an educator by an authorised person
- ◆ Children should never be taken away from the local area without the parents' permission and unnecessary car travel should be avoided
- ◆ Educators must inform FDC staff when a new child starts to use the service
- ◆ Educators are expected to behave in a professional way towards parents and FDC staff



6. PREPARING YOUR HOME OR VENUE AND MAKING IT SAFE

Part of the role of the educator is to keep children safe so they can feel confident to explore their world and trust it.

Home safety is generally a matter of common sense. Think in terms of preventing common childhood accidents: burns, cuts, drowning, suffocation, falls, crush injuries and poisoning. Do not spend any money before a FDC staff member has visited your home as he/she will assist you by conducting a thorough safety check and making recommendations.

General safety considerations (any venue)

Have a good look around your house or venue and the surrounding outdoor area. If you have children of your own, especially if they are young, or you are working from a venue at a school you will probably find the environment quite safe already but check for:

- ◆ unprotected pools, dams or fishponds
- ◆ objects which children could pull onto themselves
- ◆ large glass surfaces
- ◆ old wiring, extension cords that are overloaded or frayed
- ◆ loose floorboards or ones with holes which could cause a child to trip
- ◆ curling lino, loose rugs, or rugs with frayed edges that could cause children to catch a toe and trip as they play
- ◆ matches or lighters that children could reach
- ◆ unprotected stairways

Living room (some features may apply to the main area in a venue)

You do not have to make all rooms of your house or the venue available for FDC children. If you have a suitable play room your own living areas may be 'out of bounds'.

Any room where the children have access needs to have

- ◆ guards around heaters
- ◆ telephone out of reach
- ◆ small or precious objects out of reach
- ◆ safety glass or barriers for floor to ceiling glass doors or windows
- ◆ child proof locks on exterior doors
- ◆ curtain or blind cords secured above child height
- ◆ no access to stairs



- ◆ no access to glass fronted cabinets

Kitchen (applicable to home and in-venue)

You may often be in the kitchen preparing food and as the children want to be near you, they may follow you.

Many educators make their kitchens 'out of bounds' but even so we will check that:

- ◆ poisons, cleaners, plastic bags and alcoholic drinks are stored out of reach of children or in locked cupboards
- ◆ children cannot get to drawers where knives are stored
- ◆ glass objects which can break should be stored out of reach
- ◆ plastic bags are stored out of reach
- ◆ saucepan handles are turned to the back of the stove
- ◆ electrical wires, especially from the jug and toaster, are out of reach
- ◆ children cannot turn gas or electric knobs
- ◆ table cloths which a child may pull on are not used

Outdoors (applicable to home and in-venue)

You need to be able to take the children outdoors to play in a secure area. This area may be a fenced yard or a verandah with a gate. The children should be able to take part in physical activities and messy play in this area. Part of the outdoor area should be shaded by trees, shade cloth, an umbrella or a roof.

Children must not have access to

- ◆ swimming pools, dams, creeks or horse troughs
- ◆ trees with branches that can be climbed too far above ground
- ◆ sheds with petrol, paint or chemicals stored within reach
- ◆ axes, saws and other tools which may be dangerous
- ◆ animals
- ◆ open drains
- ◆ fire arms
- ◆ cars, tractors or motor bikes
- ◆ trampolines
- ◆ any 'local' major hazards



Bedroom (not applicable to in-venue care)

Not all children will sleep in a bedroom but there should be a separate room available if required.

A baby may spend a great deal of time sleeping and may sleep best in a room separate from the other children's play. Babies do learn to reach up and climb things very quickly so the place in your home where a baby sleeps must be safe.

Check to see that

- ◆ heavy appliances like electric heaters are out of reach
- ◆ radiators and heaters are protected or covered
- ◆ nappy pins, creams and wipes are out of reach
- ◆ there are no draughts from windows
- ◆ blinds or curtains do not have dangling cords
- ◆ there are no toys or things you can trip on whilst carrying the baby
- ◆ the cot used meets safety standards
- ◆ you can hear the baby if it wakes

Bathroom (applicable to home and some aspects to in-venue)

With its attraction of running water and toilet to flush, the bathroom is often an interesting place for young children. Be sure that it is really safe for children but, as well, that they cannot gain unsupervised access.

Check the bathroom to see that

- ◆ dangerous substances and dangerous objects are stored where children cannot reach them
- ◆ cleaning materials are stored out of children's reach
- ◆ rugs are rubber-backed or non-slip
- ◆ electrical appliances such as radios, heaters or hair dryers are removed from the bathroom
- ◆ bottles on the sink top or toilet tank are removed
- ◆ your bathroom door cannot be locked from the inside
- ◆ plugs are stored above children's reach



7. PAYMENT

Payment for care

Educators submit proposed fee schedules in writing to MHBCC for approval.

Families are charged an administration levy of \$1.00 per hour per child in addition to your fee.

Travel

FDC recommends that educators keep a log book of mileage and claim this as a tax deduction.

Holding fees

Educators are entitled to charge full fees for all absences from booked hours. If you are available to care for children on public holidays or pupil free days you can charge holding fees to parents who have regular bookings on those days, but choose not to send the children to care. You must tell parents that you are available before the day. Holding fees are not charged during school holidays for regular before and after school care.

Payment

The hours per fortnight for each child will be recorded on a timesheet. This information is entered into the FDC data base (Harmony) by our administration assistant.

Payment to educators and fees to parents are calculated. Educators are paid the parents CCB subsidy, less the administration fee, by direct credit to their nominated bank account. You need to collect the balance owing directly from the parents.



8. AFTER YOU ARE REGISTERED

Placing the Children

Once you are registered we will refer families to you. We encourage you to let people know that you are with FDC and to start to advertise your business. You may care for the children of relatives provided they are registered with FDC and do not live with you.

Children must be registered with the coordination unit before you provide care otherwise we cannot enter their timesheets. At their registration interview families are given the names and phone numbers of possible educators. They then contact you and arrange to bring their children to your house for a placement visit. The parents have the right to choose the educator they feel comfortable leaving their children with. Do not feel rejected if the parent chooses another educator. It may just be a matter of geography.

You have a choice also. There is no obligation to accept a child referred to you, nor is there an obligation for you to keep a child in your care if the situation is intolerable. However it is essential that you discuss any problem situation with FDC staff before terminating an arrangement. If you terminate a placement, the parent would not be obliged to pay holding fees.

Sometimes a trial period, agreed to by educator and parents, is a good idea if either party is not sure about a placement.

Resources

You are encouraged to make use of local libraries, including toy libraries, and to attend play groups in your local area. The FDC staff will assist you from time to time with resources and ideas for activities.

All equipment used in FDC must meet Australian safety standards.

Professional Development

All educators must have or be actively working towards a Certificate III in Children's Services at a minimum. Educators must also hold current certificates in Asthma, Anaphylaxis and Level 2 First Aid and CPR. Educators may also source appropriate short courses at their local adult education provider such as food handling, computer courses, and craft workshops. Relevant training is tax deductible.

Educators are required to participate in an advisory group, which meets six times per year to discuss issues affecting the running of the scheme. Educators are required to attend at least half of the Advisory group meetings throughout the year. Parents or guardians of children in care are most welcome to come to these meetings.

The coordination unit will provide a compulsory annual training day, which will be social as well as informative. Educators will be paid a nominal amount for this day so that they are not out of pocket.



Accidents

Major accidents must be reported to FDC staff as soon as possible and recorded on the accident sheet provided. Minor accidents should be recorded on the day and details forwarded at the end of the fortnight. Parent's signature on the report is required in both cases.

Medical assistance

When parents register with Family Day Care they give permission in writing for an educator to act on their behalf and seek medical, ambulance or hospital care in the event of accidents or sudden illness. Permission is also granted to take action if the parent cannot be contacted and urgent action is required. If you feel that a child is too sick for you to care for, and you cannot contact the parents or emergency contact, you may call an ambulance.

Absence of educator

Educators will notify parents and FDC staff if unavailable to care for children due to illness or holidays. Holding fees are not paid when the educator is unavailable.

Car travel

Care must be taken when children are travelling in your car. All children in the car must be in an approved restraint. The car must not be overloaded. Children must not be left in a car unattended. For trips outside your local area you must have written permission from a parent.

Confidentiality

Confidentiality is very important. Personal details of children in care, or their family, should not be discussed with other parents, friends, neighbours or other educators. Neither should an educator discuss a child or their family in front of the child or other children. If you have concerns about a child or a family, discuss it with one of the FDC staff members.

It is also best not to be a party to any information about a person or family, which is not directly related to your responsibility as an educator of children. You are not expected to be a counsellor for people. If specialist services are needed please refer the person to a FDC staff member.

Your right to a safe work environment

As an educator you will work hard to ensure a safe environment for the children in your care. However your home is also your workplace and as such you have a right to working conditions free from harassment, bullying and discrimination. Offensive behaviour by a parent or child contravenes workplace OH&S guidelines and breaches may result in termination of care for the family concerned. Please report any concerns you may have to FDC staff. Educators should develop a personal safety plan. Your Coordinator can help with this.



Time sheets

Each child in care has a timesheet each fortnight. Each fortnight ends on a Sunday. Bookings for the fortnight are recorded on this sheet and the parent then signs the child in and out each day. You may make a contract with a family for hours booked permanently. Children on contracted hours will still need to be signed in and out of care each day they attend. The timesheets must be received at the Alexandra Council Office by 10 am on the Monday following the end of the period.

If children are absent, the reason for this must be entered by the educator. Timesheets which are not signed by parent or educator cannot be processed and will be returned to you. These may be paid at a later date after corrections are made, however this adds considerable extra work for our admin person.

Taxation

Taxation is your responsibility. As educators are self employed, an ABN is required and you will be able to claim many of your expenses. Allowable deductions include training, food, tissues, toiletries, cleaning agents, telephone, heating, electricity, craft materials, books, equipment and travel. Also deductible is depreciation of furniture, bedding, playground equipment and any other capital item used by children whilst in your care.

Council public liability insurance

The Murrindindi Shire Council is indemnified in respect of any one claim or a number of claims arising out of the one event in relation to accidents on council premises or arising from attendance at council programs. This will only cover you when you are on council property or at a council run function.

Educator public liability insurance

It is compulsory for all educators to take out Public Liability Insurance. Application forms for an educator specific insurance package will be available at your orientation session. Your home insurance liability clause will not cover you as you are running a business, however it is recommended that you inform your home and/or contents insurer that you are running an FDC business from your home.

Most claims made against educators would fall under the heading 'Negligence'. Negligence in this context means any accident which could have been avoided by the exercise of reasonable care and supervision and which results in injury to persons or damage to property. It is your duty of care to make every reasonable effort regarding the safety and well being of the children in your care.

It is important that a full report of any incident which involves injury is made as soon as possible as claims have been made where such reports are not available and the cases have subsequently been lost for want of a proper defense.

The phone number for Family Day Care Australia's insurer is 1800 658 699.



9. THE NEEDS OF CHILDREN IN YOUR CARE

Your relationship with the children

You are not there to be a substitute for parents, but you will have the opportunity to develop a caring relationship with each child.

Meals

Any food whether provided by you or the parents should be nutritious and suitable for the age of the child. Water should be available at all times and children should not be given cordial or juices. Make 'food time' a happy and sociable time with the children.

Washing and changing

You are not expected to bath children on a regular basis. Parents will supply toilet needs such as wipes, creams, powder and nappies if these are not included in your fee schedule.

Undisturbed rest when needed

Children must be allowed to sleep if they need to. Some children prefer to have a nap in a bean bag or on a couch. Clean bedding should be provided and children should not share bedding.

Stories, songs and games

Times for these activities should be set aside each day. You are expected to spend a majority of the day preparing, presenting and joining in activities with the children.

Outings

You are not expected to stay at home all the time, and normal outings like visits to the shops and the park are a part of the family life that we want the child to continue to experience in care. All outings where there are children in care should be in the best interests of the children, and unnecessary travelling in cars should be avoided. You are not permitted to take FDC children with you to meetings, voluntary work, or social outings with your friends.

Sick Children

You are not expected to care for sick children. You should always contact the parents if a child becomes sick while in your care and forward a report to FDC staff.

Medication

You must only give medication to a child when you have the written instruction of the parent. A form will be provided for this purpose. You are not expected to administer medication which involves an invasive procedure or for which you have not been trained.



10. GUIDELINES FOR SERVICE

Priority of access

Family Day Care is aimed primarily at children from birth to five years but can assist primary school children where there is no OSHC service, and older children in emergency situations.

If the demand for child care exceeds the number of places available the following priorities must be followed when filling vacant places.

1. Child at risk of serious abuse or neglect
2. Child of a single parent who satisfies or of parents who both satisfy the work/training/study test as defined by the FAO
3. Any other child

If there are no vacancies and an educator is providing care for a child who is a third priority that child can be asked to change days or leave the service in order for the educator to provide a place for a higher priority child. An educator would be expected to give at least two week's notice in these circumstances.

Publications which guide our practice

The following resources provide parents, carers and FDC with a framework within which the service is run. Copies are also held at the office and these are available for loan to any parents who would like to read them. If you would like to discuss any issues related to these guidelines please phone 5772 0362 for an appointment with FDC staff.

Education and Care Services National Framework
National Standards for Family Day Care
Australian Government Child Care Service Handbook
Information Privacy Act 2000
Health Records Act 2001
Children's Services Act 1996
Children's Services Regulations 2009
Early Years Learning Framework for Australia
Policy and Procedure Manual
Educator agreement
Newsletters
VEYLF



11. CONCLUSION

We always try to provide a service that caters for the needs of children, parents and educators, but there may be a time when you wish to make a complaint about the scheme.

Grievances or complaints

If you have a grievance or complaint about any aspect of the FDC service this may be made verbally or in writing to FDC staff, children's services officer or a manager. Your grievance or complaint will be treated with respect and will be investigated fully.

If your complaint or grievance was made verbally in the first instance you may be asked to meet with a staff member or put the grievance or complaint in writing so that we can confirm the facts about the issues that have been raised. You may seek the assistance of a support person when responding to this complaint.

If a complaint is upheld appropriate action will take place.

When we have completed our investigation we will inform you of the outcomes and the actions that need to be taken. It may be necessary for the parties concerned to agree formally about future actions. In this case a written agreement would need to be signed by all parties concerned.

If you are not satisfied about the response to your grievance or complaint

Murrindindi Shire Council is the sponsor for FDC, so a grievance or complaint which you believe has not been addressed fairly or completely should be referred in writing to

The Manager Community Services
Murrindindi Shire Council
PO Box 138,
Alexandra 3714

Office hours for FDC staff

MONDAY	9.00am - 5.00pm
TUESDAY:	9.00am - 5.00pm
WEDNESDAY:	9.00am - 5.00pm
THURSDAY:	9.00am - 5.00pm
FRIDAY:	9.00am - 5.00pm

Phone 5772 0362 or toll free 1800 633 792

If this phone is unattended please leave a message and we will return your call as soon as we can.

Mobile 0407 509 531

Email mhbcc@murrindindi.vic.gov.au



Educator position description

&

Educator provisional agreement for your perusal



POSITION DESCRIPTION

POSITION TITLE	Carer/Educator
NAME OF SCHEME	Murrindindi Family Day Care and In Home Child Care
EMPLOYMENT CATEGORY	Self employed (Workcover paid by council) Full time / part time Fee per child per hour set by each educator with MHBCC approval A minimum of 12 months required A minimum of 2 days per week required <i>Five afternoons and/or mornings per week required if school aged children only</i>
POSITION NUMBER	16/07/42
DEPARTMENT	Community Services – Home Based Child Care
DATE APPROVED	February 2012
APPROVED BY	Sue Porter



ROLE OF FAMILY DAY CARE AND IN HOME CHILD CARE EDUCATORS

To provide a quality home based child care service through support of educators and families by planning, implementing and evaluating appropriate programs.

POSITION OBJECTIVES

To work within federal and state government guidelines, including Children's Services Act 1996 and the Children's Services Regulations 2009, the National and State Frameworks for early childhood education, and scheme policies and procedures to:

- Provide quality home based child care in a safe and healthy environment.
- Ensure that the developmental needs of children in care are being met.
- Be accountable to the parent or guardian for the safety and well being of the children in care.

KEY RESPONSIBILITIES AND DUTIES

CHILD CARE

- To provide an environment that is conducive to the health, safety, development and care of children.
- To provide a range of activities and experiences which are designed to promote the development and learning of each child.
- To use positive behaviour guidance techniques with children in care.
- To ensure supervision of children in care at all times.

ADMINISTRATION

- To maintain accurate attendance records for each child in care.
- To comply with the administration requirements of the scheme.

PROFESSIONAL DEVELOPMENT

- To participate in orientation sessions and professional development opportunities provided by the scheme or other organisations.

Reports to Murrindindi Shire Council (sponsoring body) through the Family Day Care and In Home Child Care programs staff.

Supervises Children in care

Internal liaison Family Day Care and In Home Child Care staff

Murrindindi Shire Council staff



External liaison

Parents of children in care

Other educators in the Family Day Care and In Home Child Care programs.

Services, agencies and organisations as referred.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of child development, hygiene procedures, nutrition, behaviour guidance strategies, first aid, safety and child protection.
- The ability to communicate with people of all ages.
- Basic literacy and numeracy skills.
- The ability to provide a developmentally appropriate program for the children in care.
- The ability to plan an appropriate daily routine for children in care.
- Organisational skills

ATTITUDES

- Acceptance of and willingness to implement the guidelines established by the federal and state governments in daily practices.
- A positive attitude to Family Day Care or In Home Child Care as a child care option and a strong commitment to promoting care within the community.
- Acceptance of, and sensitivity to, the individual needs and differences of children and their families.
- Commitment to the need for privacy and confidentiality.
- Recognition of the need to communicate effectively and regularly with the Home Based Child Care staff.
- Acceptance of the role of the Home Based Child Care staff in supporting and monitoring the care provided in Family Day Care and In Home Child Care homes.
- Flexibility and willingness to be open to new ideas.
- Recognition of own physical and emotional needs and limitations.
- Acceptance of the need within the community for a range of child care options.

SELECTION CRITERIA

Qualifications

- Completion of or be actively working towards completion of Certificate III in Children's Services.
- Current level 2 First Aid and CPR training before commencing as an educator.
- Anaphylaxis Management training completed before commencing as an educator.
- Emergency Asthma Management training completed before commencing as an educator.
- Food Safety Supervisor level 1 training desirable.
- A current Victorian Drivers License if you are transporting children by car.



Experience

- Previous experience with children is essential and could be in an informal or formal setting.
- Experience in the keeping of records, customer service, computers, art/craft, communication strategies will be helpful in the role of an educator.

Mandatory prior to starting

- A current Working With Children Check
- A current Police Check
- Current public liability insurance
- An Australian Business Number (ABN)
- Current Cardiopulmonary Resuscitation certificate (CPR, to be renewed annually)
- Current Level 2 First Aid certificate (to be reviewed every three years)
- Anaphylaxis Management training (to be reviewed every three years or within three months prior to a child with anaphylaxis starting care)
- Current Emergency Asthma Management training (completed before commencing as an educator)
- Mobile phone available for use when children are in care
- Email address which is accessed daily



MURRINDINDI HOME BASED CHILD CARE PROGRAMS
(FAMILY DAY CARE & IN HOME CHILD CARE)
FULL REGISTRATION EDUCATOR AGREEMENT 2016

1. TERM OF THE AGREEMENT



This Educator Agreement (the Agreement) to conduct a home based child care business at (Address of registered premises) is made between Murrindindi Shire Council (The Provider) and (The Educator)

This Agreement commences on 1 February 2016 and expires on 31 January 2017 unless suspended or terminated as per clauses 8-11.

Registration will be reviewed annually and reregistration will depend on the successful completion of this annual review process.

2. NATURE OF THE AGREEMENT

I understand that I am a self employed operator responsible for my own tax, superannuation, Working With Children Check, police check, collection of fees owed by parents, public liability insurance and any other insurance required by me with the exception of Workcover. I understand that I am also responsible for obtaining the qualifications required under the National Regulations, namely Certificate III in Children's Services, Level 2 First Aid certificate, CPR, Asthma and Anaphylaxis Management certificates.

I acknowledge that Murrindindi Home Based Child Care programs cannot guarantee me regular, or any minimum, number of hours of work per week.

3. AUTHORITY TO CONDUCT BUSINESS

I understand that this Agreement authorises me to enter into care arrangements with families on Council behalf.

In understand that I must operate my business from my registered premises or, for In Home Care agreements, the residence of the family receiving child care.

I understand that when children are in care with me through Family Day Care or In Home Child Care that I cannot take part in any of my own social, voluntary or personal commitments. I will also not work at another job or run a private business when children are in my care.

I understand that my primary role as an Educator is to provide a safe, healthy and engaging environment for the children. I understand that my role as an Educator does not involve being a counsellor, confidant or advisor on any matters for which I do not have a professional qualification.

I understand that, while caring for children with Murrindindi Home Based Child Care (HBCC) programs, my registration allows me to care for a maximum of four pre-school children at one time, within a maximum of seven children under 12 years of age. I understand that my own children and any other children who reside with me (aged 12 years or less) are included within these limits.

I understand that when I am working as an Educator that all children in my care, other than my own, must be registered with Family Day Care or In Home Child Care and be paying for the service. I understand that while I am caring for children in my home (or theirs for In Home Care), I cannot care for any other children not registered with the service, even as a favour for friends.

I understand that I cannot delegate the care of the children to a person who is not authorised to do so.



4. PROVISION OF SERVICE/AVAILABILITY

I understand that I have a duty of care to the children in my care.

I understand that I must directly supervise all children in my care at all times.

I will provide child care to the general community as per the *Child Care Service Handbook* sections 6.2 and 6.3. I understand that the Family Day Care and In Home Care programs are primarily for children under school age.

I agree to be available on a minimum of two days per week to work from my registered premises and I will set aside time on a regular basis for reflective practices.

I understand that I need to provide message bank on my home and/or mobile phone. I understand that I will have a functioning email address and check it on a regular basis. I understand that I will have a functioning mobile phone.

I agree that I will notify parents ahead of time if I am not going to be available to provide care.

I understand that I am to provide my own equipment for use by the children and to maintain this equipment and my premises in good order.

I understand that I must be available for a visit by Home Based Child Care staff, a Department of Education Training (DET) officer or a Children's Services Authorised Officer on days that I am listed as working, unless I notify HBCC in advance that I am not working on that day.

I understand that the purpose of regular support visits from the Home Based Child Care staff visits is to monitor the well-being and progress of the children in the care environment, and to provide support to me in meeting my legal obligations.

I understand that these visits can take place at any time during a day when I am listed as working and that these visits may be unexpected.

5. OBLIGATIONS OF PROVIDER (MURRINDINDI SHIRE COUNCIL)

Council must ensure that every Educator meets all of the Educator selection criteria before beginning work with Family Day Care or In Home Care.

Council must ensure that every Educator completes an orientation program before starting work with either of the Family Day Care or In Home Care and is aware of Worksafe practices and safe manual handling practices.

Council is responsible for administration of the programs, registration and referral of families, payments to Educators as authorised by Council, and Workcover contributions.

Council is responsible for providing Educators with support including training, home visits, telephone support, referring of families registered for care and the monitoring of children in care. Home visits may be planned or spontaneous.

Council is responsible for setting fees payable for child care.

Council is responsible for communicating advice regarding Child Care Benefit and any changes to government requirements concerning quality standards or regulations relating to the child care industry.

Council is responsible for conducting a review within three months of provisional Educator registration in a timely and thorough manner. Full registration will depend on meeting all set criteria.



6. OBLIGATIONS OF THE EDUCATOR

I acknowledge that Murrindindi Home Based Child Care staff have provided me with copies of the Education and Care Services Regulations, Education and Care Services National Law Act 2010, the National Quality Standards and the Murrindindi Home Based Child Care Programs Policy & Procedure Manual and that I have read, understood and will abide by the requirements of these documents.

I will ensure that my copies of the above documents are readily available for reference by myself or the parents or guardians of children in my care.

I understand that I must meet the ACEQA (Australian Children's Education and Care Quality Authority) National Quality Standard elements.

I will treat as confidential all information received in relation to children in care and their families. I will not discuss children in care, or their families, with anyone except the coordination unit staff, the family concerned or, if in the best interests of the children, with another Educator who shares care of the same children. I will not discuss any confidential or sensitive matters in front of the children in care.

I will keep accurate records of children in care. I understand that children must be signed in and out of care by an adult nominated on their application forms and that parents cannot give me the authority to sign on their behalf except that I can check children in or out from school or kindergarten but that at these times I must use my own signature not those of the parent.

I understand that I must submit a fee schedule/s for approval by council.

I understand that it is my responsibility to ensure that timesheets are completed accurately and are received by HBCC at the Alexandra Council office no later than 10am on the day following each fortnight end (Monday) and that timesheets which are late will not be processed in the current processing period.

I understand that I will not be paid for any timesheets which are not signed or which are incorrect or incomplete in any way. These timesheets will be returned to me and can be submitted again when complete/correct.

I will ensure that I keep an up to date record of parents' home, work, mobile and emergency contact phone numbers. I will inform the coordination unit of any changes to this information.

I will keep an up to date list of home, work and emergency telephone numbers next to the telephone at the care venue and in my car or in the contacts list in my mobile.

I know that I must notify the HBCC staff and the parents as soon as possible of serious injuries or sudden illness experienced by children while in my care.

I will use my authority to seek medical attention for a child in care if I feel it is necessary.

I will ensure that each child travelling in a car with me is in a restraint which meets the relevant Australian Standard, is appropriate for the child's size and age, and which is correctly fitted. At no time will I permit more than one child to use an individual restraint. At no time will I transport more individuals than the vehicle is registered to accommodate.

I will maintain a current level 2 first aid qualification, including an annual CPR update, and I will keep a fully stocked first aid kit. I will have a basic first aid kit with me on excursions.

I will maintain a safe, clean and comfortable environment for the children in my care.

I understand that I am responsible for notifying the MHBCA Coordinator immediately if I suspect that any child in my care is being abused.

I understand that under no circumstances can I use any form of corporal punishment, immobilisation or any other humiliating or frightening techniques to discipline or punish a child.



I understand that issues regarding behaviour guidance are to be discussed with the child's parent/s at the time care commences and at any other time thereafter as may be necessary.

I agree to provide an environment for children in care which is free of smoke, illicit drugs and alcohol. I will ensure that there is no evidence of smoking or the smell of smoking in my home or car during the time that I have children in care. Smoking must not occur on my premises when children are in care, even if out of sight of children.

I am willing to work closely with, and agree to discuss and be receptive to the ideas suggested by, the Home Based Child Care staff regarding matters affecting the care, health, safety and development of the children placed in my care through Murrindindi Family Day Care or Murrindindi In Home Child Care.

I understand the importance of professional development and networking in the provision of quality child care and I will make use of opportunities provided to further my education and skills in disciplines relevant to the care of children or the running of a small business.

I will endeavour to provide positive, individual interaction with the children in my care. I will provide activities appropriate to the age and developmental stages of the children in my care. These activities will be provided on a regular basis throughout the period of time the children are in my care. I understand that I may call on the resources of the qualified Home Based Child Care staff for assistance with ideas and equipment for these activities.

I agree to discuss any unresolved difficulties experienced by me relating to any aspect of my role as an Educator with Home Based Child Care staff.

I understand that to comply with the *Working with Children Act 2005* I must hold a current Working With Children Check (Employment) assessment and that adult members of my household must hold a current Working With Children Check (Volunteer) assessment (own family members FDC only).

I understand that I am to notify the Home Based Child Care staff of any police records or convictions relating to myself or other members of my household and I am to provide a current police check for myself and any adult members of my household upon request.

I understand that I must immediately inform the Home Based Child Care staff if any person 17 years or older takes up residence or comes to stay in my home, or is a regular visitor to my home when children are in care, as this person will be required to undergo a police check, Working With Children Check and training in child protection matters.

I will ensure that my driver's licence is current and I have the required insurances if I am using my car to transport children.

I will follow OH&S guidelines and training provided to me by the Home Based Child Care staff.

I will work in partnership with HBCC staff and attend Advisory Group meetings and/or evening training sessions at least three times per year.

7. MEDICAL CONDITION OR INCAPACITY OF EDUCATOR

I understand that Council may request me to provide a medical report to prove my capacity to care for children, as a sole adult in charge of up to seven children, four of whom can be under school age, and that if such a report is not able to be provided that this Agreement will be suspended until I can prove that I am capable of performing the duties required of an Educator.

8. SUSPENSION BY PROVIDER

I understand that this Agreement may be suspended pending further action if I am in breach of any guidelines in the *Murrindindi Home Based Child Care Policy & Procedure Manual* or of this Agreement.

I understand that this Agreement may be suspended pending a police or governmental investigation or if there have been reported occurrences posing a risk to children.



I understand that a breach of the *Childrens Services Regulations* could also result in a monetary fine.

I understand that this Agreement will be suspended immediately if my public liability insurance lapses, and that my registration will not be re-instated until the HBCC coordination unit receives written advice from the insurer that my insurance is current.

I understand that this Agreement will be suspended immediately if my first aid and/or CPR, Asthma and/or Anaphylaxis qualification lapses and that my registration will not be reinstated until the HBCC coordination unit receives written advice from the course provider that the course has been successfully completed.

I understand that this Agreement will be suspended if am not available to provide care for a period exceeding eight weeks and that I will have to meet all Educator selection criteria again for my registration to be renewed.

9. IMMEDIATE TERMINATION BY PROVIDER

I understand that my registration as an Educator may be terminated immediately if I am subject to a police or governmental authorities charge, if I have wilfully neglected to undertake the service as outlined above, if I have abused or neglected children in care, or if I am under the influence of alcohol or illegal drugs.

10. TERMINATION OF EDUCATOR BY PROVIDER ON NOTICE

I understand that my registration may be suspended pending an investigation if I breach any of the terms of this Agreement, or do not comply with the guidelines provided by Education and Care Services National Regulations or Education and Care Services National Law Act 2010 or National Quality Standards, *Child Care Services Handbook*, or the *Murrindindi Home Based Child Care Policy and Procedure Manual*.

I understand that I will be given the opportunity to take part in a retraining process if this is appropriate.

11. TERMINATION BY EDUCATOR ON NOTICE

I shall notify the Home Based Child Care staff and parents of children in my care in writing at least two weeks prior to finishing work as an Educator.

I understand that I can withdraw care from a family in order to protect myself or the other children in care from harm, to take leave, or because of illness of myself or a family member. I must inform the coordination unit in writing if circumstances such as this arise.

12. GRIEVANCE PROCESSES

I understand that grievances or complaints will be handled in accordance with Home Based Child Care policy and procedure no. 38 'Grievances and Complaints'.

13. WARRANTY

I acknowledge that I have read and understood this Agreement, have had the opportunity to seek legal advice and have not been induced to make this Agreement against my will.

14. GENERAL

The terms of this Agreement will be reviewed by the Provider each year and variations may be made according to advice received from Council, government or legal authorities. Variations will be communicated by way of this written Agreement or other forms of written advice provided from time to time to Educators by the Home Based Child Care staff.

This Agreement aims to provide clear and fair direction for both Educators and the Provider.



15. INSURANCE SPECIFIC CLAUSES

I understand that my Family Day Care Australia Insurance Plan Policy covers the following clauses relating to my Public Liability insurance. This information has been provided by Family Day Care Australia.

Accordingly I agree to abide by the following clauses relating to my insurance.

Public Liability Insurance

The Family Day Care Educator or In Home Child Care Educator shall, at all times during the Contract Term, be the holder of a current public liability policy of insurance ("the Public Liability Policy"), in respect of the activities specified in the contract, in the joint names of the Family Day Care Educator or In Home Child Care Educator and the Council, providing coverage for at least \$10M. The Public Liability Policy shall be effected with an insurer approved by the Council. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council.

Cross Liability Clause

The Family Day Care Educator or In Home Child Care Educator shall ensure that the Public Liability Policy includes a cross liability clause extending the Policy so that the words "the insured" shall be considered as applying to each party (person/entity) comprising the insured, as though a separate Policy has been issued to each of the parties, in the same manner as if that were the only party named therein as the insured.

Council Indemnified

The Family Day Care Educator or In Home Child Care Educator agrees to indemnify and to keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising out of, or in relation to the Contract.



16. EXECUTION OF AGREEMENT

I agree to abide by all of the conditions in this Agreement.

Signed

EDUCATOR

Name

Signature

Date

In the presence of

Witness

PROVIDER REPRESENTATIVE

Sue Porter
Coordinator Children's Services
on behalf of Murrindindi Shire Council

Signature

Date

In the presence of

Witness



APPLICATION TO BECOME AN EDUCATOR WORKING FROM YOUR OWN HOME

Name

Date of birth

Address

Telephone number (home)

(Mobile)

Email address

Country of origin

Ethnic group

Primary language

Qualifications

What is your highest level of education? (eg Year 10, diploma)

Please indicate any formal study you have undertaken, including short courses

Work history

Please indicate previous employers and the type of work

Have you worked in the child care industry before? Yes No

Please give details including name(s) of the organisation or scheme



Family Day Care and your own family

All people 12 years and older who live with you

Name	Date of birth	Relationship to you	Employer or place of study

Have you discussed the responsibilities of FDC with all of these members of your household? Yes No

Each of these people must read the information sheet '*What it means to live in a 'Family Day Care home'*' and sign the FDC family participation agreement.

Has each resident in your house 12 years or older signed this agreement? Please ask for extra copies if there are not enough in your pack. Yes No

Children under 12 years who live with you

Name	Date of birth	Relationship to you	School or kinder

How would each of these children feel about sharing their home, their toys, and most importantly you, with other children?

People who live with you aged 18 years or older will be required to hold a current volunteer Working With Children check. This is free and is able to be used for any other volunteer position such as coaching a sports team.

Do the people living with you, who are 18 years or older, currently have, or agree to apply for, a Working With Children check Yes No



Police check

A police check will be required.

Do you agree to a police check? Yes No

Working With Children check

You cannot work as an educator unless you have a valid Working with Children Check. You will need to obtain one before you begin as an educator.

Do you have an 'Employee' Working with Children Check Yes No

Will you apply for an 'Employee' Working with Children Check? Yes No

Workload

Are you prepared to be available for a minimum of 20 hours per week? Yes No

If successful are you prepared to make a twelve month commitment? Yes No

Days you anticipate being available for FDC (this is not binding)

Day	Monday	Tuesday	Wed	Thurs	Friday	Sat	Sunday
Hours available							

Are you prepared to offer any of these extra services?

Evening Overnight

Emergency Weekends

Are you able to walk or transport children to or from school? Yes No

Are you prepared to walk or transport children to or from kinder? Yes No

Are you prepared to take children to playgroup if a suitable session is available in your area? Yes No

Are you prepared to take children to library story times if available in your area? Yes No



Your knowledge of the requirements of quality care

Knowledge of child development

What do you see as the major milestones in a child's development between birth and five years of age?

Give some examples of activities from each of the five developmental areas listed below

LARGE MOTOR SKILLS

FINE MOTOR SKILLS

SOCIAL/EMOTIONAL

IMAGINATIVE/CREATIVE

LANGUAGE/LITERACY/NUMERACY



Knowledge of safety

What sorts of accidents/injuries can happen in a home or garden?

Would your home or garden need any adjustments to make it safe?

What other safety issues are there for children on an outing away from your home?

Knowledge of first aid

Why is first aid training important when caring for children?

How would you act in response to a child who became ill during time in care?

Knowledge of nutrition

What are appropriate foods for preschool and school aged children?

What is your understanding of 'sometime' foods and how would you incorporate them into your menu?

How would you handle the situation when a parent supplies unsuitable food?



Approach to discipline

What 'house rules' would be important to you?

How would you handle a situation when children behave inappropriately?

Difficult situations

How would you manage a child who bites other children?

How would you manage a child who is rough with other children?

How would you manage a child who displayed separation anxiety?

Provision of activities

How might you spend the day with a group of four preschool children?

How would the requirements of a group of after school children be different?



What resources would you need for your childcare program?

What considerations would you take into account when planning a program for children in care?

What aspects of a child's time in care would you consider it important to tell the parents about?



Your home

Do you own the house you will use for Family Day Care

Yes No

If 'No' you will require permission from the owner. Please provide details below

Owner or agent name

Address

Phone number

Safety of your home

Safety is of great importance if you are caring for children. The FDC staff will work with you to assist you to meet safety requirements. Please read section 5 in the information pack but do not spend any money on changes until a staff member comes out to check.

Do you have an enclosed area outside? Yes No

Do you have a pool? Yes No

If you have a pool is it fenced? Not applicable Yes No

Do your neighbours have a pool? Yes No

Do you have any outside steps? Yes No

Do you have a two storey house? Yes No

Does your house have smoke detectors fitted? Yes No

Do you have a fire evacuation plan for your house? Yes No

Do you have any pets? Yes No

Storage of potentially dangerous items

Please indicate where the following will be stored so that children cannot get at them.

Poisons (eg Ratsack)		Garden chemicals	
Washing products		Cleaning products	
Glass ware		Alcohol	
Nappy buckets		Tools	
Paint		Petrol	
Sharp knives		Plastic bags	



Other dangerous items

Do you have firearms or other weapons? Yes No

If yes, where are they stored?

Pets

All animals (including birds and reptiles) must be kept away from the children. It is fine for the children to be able to observe or feed animals but not to be in contact with them. How do you plan to separate your pets from the children?

Smoke Free

Do you undertake to provide Family Day Care in a smoke-free environment?

Yes No

Please comment.

Qualifications

Do you have a Certificate III or Diploma in Children's Services? Yes No

If yes please attach a photocopy of your current certificate.

If no, are you actively working towards obtaining this certificate? Yes No

Do you have a current level 2 first aid certificate? Yes No

If yes please attach a photocopy of your current certificate.

If no, do you undertake to obtain a first aid qualification? Yes No

Do you have current asthma and anaphylaxis management certificates? Yes No

If yes please attach a photocopy of your current certificates.

If no do you undertake to obtain these certificates? Yes No



Voice mail & e-mail

It is essential that you have Message Bank or an answering machine. Costs involved are tax deductible.

Do you undertake to have voice mail? Yes No

What is your email address

ABN & GST

It is essential to have an ABN, to avoid the deduction of withholding tax from your fortnightly pay. Registration for GST is optional and coordination unit staff will discuss this with you.

Do you undertake to obtain an ABN? Yes No

Insurance

To comply with regulations, and for your own peace of mind, you must hold a current public liability insurance policy, which is offered through the Family Day Care Australia (FDCA) specifically for educators. Payment can be made by installments and the cost is tax deductible. An information pack and application forms will be provided if your application to become a, educator is successful.

Your insurance policy will require you and your back up educators to hold a level 2 first aid certificate. To comply with insurance guidelines you must hold a first aid certificate or book and pay for a first aid course before you start as an educator.

Pre existing injuries

Caring for children may involve lifting, bending, running, kneeling and other physical activities. An existing condition may not preclude you from becoming an educator but may alert us of the need to assist you in developing strategies for managing your 'workplace' so that the injury will not become a problem.

Please disclose below any pre-existing injuries or diseases you have suffered which could be affected by the nature of your activities as an educator. A medical examination is not required.

We advise that failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Accident Compensation Act 1985*, should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of your activities as an educator.



Referees

We may ring one or more of the people listed below.

Professional: *someone who has worked with you (in a paid or voluntary capacity)*

1. Name

Work phone

Organisation

Position held when you worked with this person

2. Name

Work phone

Organisation

Position held when you worked with this person

Personal: *preferably someone who has known you for at least five years but not a close family member.*

3. Name

Phone number

Relationship to you

Finally, please tell us why you would like to become an educator.

Signature of applicant _____ **Date** _____

