

Armidale and District Family Day Care Ltd Educator Application Checklist

Application		Y/N
WWCC (Educator and Adult Household Members) Applied for Verified		Y/N Y/N
Proof of Identity (2 required-circle)		
<ul style="list-style-type: none"> • Full birth certificate • Australian Passport (current) • Naturalisation/Citizenship document (current) • Current Driver's Licence (Australian) • Current consular photo ID • Medicare, Pension or Concession card (Current) • Credit Card/ Account Card (bank or building Society) 	<ul style="list-style-type: none"> • Credit Union Statement (recent) • Telephone, gas,electricity bill (recent) • Water rates, Council rates, Land valuation Notice (current) • Current Student ID card 	Supplied:
Educator Agreement read and warranty signed		Y/N
Copy of Qualifications provided / Details supplied of Cert III enrolment	RTO:	Y/N
Copies of current First Aid, Asthma and Anaphylaxis certificates provided		Y/N
Insurance policy arranged	Company Policy number:	Y/N
References	Sent Y/N	Received Y/N
Workplace Home Safety Check completed	Initial Date:	Final Date:
Credit Union Membership/ Bank details received	Bank, BSB, Account # Account name	Y/N
ABN applied for and received Y/N	Details:	
Medical Check	Date:	Y/N
Induction package payment (\$100) Payment options: \$50 payable at the completion of induction, with the remainder payable once care has commenced OR Payment in full	Instalments Dates & receipt/s:	Payment in full Date and receipt:
Letter of approval from landlord/ lady/Real Estate (for rented homes)		Y/N
Educator's CRN (if own children are < 16) Immunisation History for own child/ren	#: Supplied	Y/N Y/N

Educator Induction Trainings

<p>Session 1 Completed.....(date)</p> <p>Modules 1,2, 7 and 3</p>	<ul style="list-style-type: none"> • An Overview of Family Day Care • Using the Induction Folder • The Coordination Unit’s role • Staff & Educator’s roles and legal responsibilities • Philosophy & Code of Ethics • Child Protection • Service Charges and Fees • NSWFDCA (the State Association) • Available resources • Definitions and acronyms
<p>Session 2 Completed(date)</p> <p>Modules 6, 4 , 5 and from Module 9- interviewing families</p>	<ul style="list-style-type: none"> • Professional practices (conduct of interviews, displaying required information, professional dress code) • Maintaining care environment • The role of the Educator’s family • Work, Health and Safety issues • Response to accidents and incidents • Health and Hygiene- cleaning, food handling, physical health
<p>Session 3 Completed.....(date)</p> <p>Creating a meaningful program Modules 10 and11</p>	<ul style="list-style-type: none"> • Programs & documentation • Play and learning • Children’s development • Guiding children’s behaviour
<p>Session 4 Completed.....(date)</p> <p>Module 8</p>	<ul style="list-style-type: none"> • Records Management • Budget and Tax Records • Income and Fees • Setting up your business (My Home/My Business)-Marketing • WH &S (business related)
<p>Session 5 Completed.....(date)</p>	<ul style="list-style-type: none"> • CCMS/Time Sheets <p>Arranged as close as possible to actual registration</p>
<p>Session 6 Completed.....(date)</p> <p>Module 12 and 13</p>	<ul style="list-style-type: none"> • Home visits (to two Registered Educator’s services • Visits to playsession <p>These can be arranged to suit at any time during the induction period.</p> <ul style="list-style-type: none"> • Looks at Inclusive Practices, Working with vulnerable families
<p>Final home safety check before Registration</p>	<ul style="list-style-type: none"> • Opportunity for further questions and feedback