

<b>TITLE</b>	<b>FLEXITIME FOR EDUCATORS PROCEDURE</b>
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<b>Related documentation</b>	
<b>Policy/policies:</b>	Home visit
<b>Regulation/s/ Standards:</b>	National Regulations 127, 128, 136, 163-169 NQS 4.1.2, 4.2.2, 6.1
<b>Other procedures:</b>	Relief care
<b>References:</b>	The Education and Care Services National Regulations Consultation with Educators, Board of Directors and Coordination Unit Staff
<b>Date effective</b>	October 2019
<b>Date for review</b>	October 2021
<b>Purpose</b>	Armidale & District Family Day Care recognises that Educators working 5 days per week may need to book appointments during working hours. On these occasions, Coordinators can be contacted to provide “flexitime” care in the Educator’s home or at the playsession venue to ensure continuity of care for the children and to minimize disruption for the families.
<b>Responsibility</b>	Educators, Coordinators

**Key information:**

- **Flexitime bookings can be arranged if and when Coordinators are available. These bookings will be charged at a rate of \$25 per hour (unless the appointment relates to having anchor points/car restraints checked for re-registration).**
- **An emergency arising within the Service, or reduced staffing levels, may affect the availability of flexitime.**
- **Only one flexitime booking can be arranged at a time for the Service’s Playsession.**
- **Families must be advised they have the right to withdraw their child from care for the period of flexitime if they choose to. They will not be charged for this period of time.**

**Procedure/s:**

- Flexitime is limited to one hour. Educators are encouraged to make their appointments either at the beginning or end of the day. The children can then start care later that day or finish earlier.

- The Educator needs to contact their visiting Coordinator in advance to discuss the possibility of flexitime (the date, time and likely duration of the proposed flexitime).
- The Educator needs to discuss the proposed flexitime with families and obtain their written permission (Flexitime Permission form). Completed permission forms need to be supplied to AFDC or the Coordinator who is providing flexitime.
- The Educator needs to discuss the children's needs and routines with the Coordinator before leaving to attend the appointment. They also need to discuss the change in routine with the children and reassure them that they will return soon.
- If flexitime is booked at playsession, each child needs to be identified with a name tag sticker.