

TITLE**FLEXITIME FOR EDUCATORS PROCEDURE**

Related documentation Policy/policies:	Home Visit Policy, Training and Professional Learning Policy.
Regulation/s/ Standards:	National Regulations 127, 128, 136, 163-169 NQS 4.1.2, 4.2.2, 6.1
Other procedures:	Relief care
References:	The Education and Care Services National Regulations, Consultation with Educators, Board of Directors and Coordination Unit Staff
Date effective	October 2021
Date for review	October 2023
Purpose	Flexi time provides Armidale and District Family Day Care Educators with time off the floor to attend appointments, undertake trainings and professional development or for personal reasons. AFDC Coordinators relieve educators for a few hours at a time.
Responsibility	Coordinators, Educators and Families

Key information:

- Armidale and District Family Day Care Educators are entitled to Flexitime to allow them to undertake trainings, professional development, attend medical appointments or for personal reasons.
- Educators are entitled to four hours per annum of flexitime for the purpose of professional development or trainings.
- Educators can access flexitime if it is for the purpose of registration e.g. car restraint checks.

Procedure/s:

- Educators are to consult with coordinators prior to booking an appointment or trainings to ensure a coordinator is available to offer flexitime on that day/time.
- Educators are to notify parents and care givers in advance that flexitime will be provided whilst their child/children are in care.
- Educators are to get written authorisation from parents or care givers that their child will be cared for by a coordinator for a brief period. Flexitime permission form must be completed and handed to coordinator at the time flexitime is being offered.

- 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.
- Only one flexitime booking can be arranged at a time for the Service's Play-session.
- 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 play session, each child needs to be identified with a name tag sticker.