



Spring Newsletter for Educators



September 2024



We're listening: Your feedback matters!



So far this year, we have asked for and received lots of feedback from our wonderful Educators.

Your feedback is so important to Armidale Family Day Care, and helps us to collaborate and make changes that work for you!

We understand that although we in the office are involved in a lot of the paperwork, such as policies and procedures, that we need to listen to you, as the Educators are the one's who are having to follow and implement these on a daily basis.

Your voices are heard and you are making a difference in how we all improve our practices at Armidale Family Day Care.

We may collect your feedback in a number of ways, such as email, telephone conversations and during home visits. Are there any other ways you would like to give feedback, such as polls in the group chat?



Changes you have helped us make this year:

- * **Excursion, Transport and Motor Vehicle Policy**—Requirements about use of car seats and authorised restraint fitters have been revised. Do you know, you can fit your own car seats as long as you are following Manufacturer Instructions.

- * **Nappy Change and Toileting Procedure**—Revised to incorporate sustainable practices and reusable items.
- * **Infection Control and Hand Washing Procedure**—Revised to include use of hand sanitiser.
- * **FDSee Re-registration requirements**—Adapted to allow small daily accessible woodpiles, and to allow BBQ gas tanks to be securely turned off, rather than completely disconnected.
- * **FDSee Home Visits**—Adapted to include monthly hazard checks to reduce the amount of actions required during yearly re-registrations.
- * **AFDC Philosophy**—Now more inclusive, meaningful, and reflective of AFDC's current practices.



Saturday 12th October 2024 — Mini Conference

It's almost time for the Spring Mini Conference. This will be held at the Armidale Golf Club on Saturday 12th October. It is a fantastic opportunity to network with fellow Educators.

Thank you for your feedback and great ideas for Professional development. It was a difficult choice and it's a shame that we only have one day; we will follow up on your other suggestions in the near future. Our Spring programme consists of:

- ◇ Trauma Training, presented by Pedro Sousa, family and relationships services facilitator, and
- ◇ Child Car Restraint Safety. David Crosby is an automotive mechanic and teacher. He will provide us with valuable information about how to correctly install and maintain child restraints into our vehicles.





Sharon and Gemma recently participated in some professional development all about the importance of embedding the Child Safe Standards into Armidale Family Day Care's child safe practices. This included refreshing our learning about developing effective child safe risk management plans and our child safe reporting obligations and processes. The Coordination Unit will be reviewing the Child Safe Standards over the coming weeks, and communicating with you to better embed these into our service.

Do you know what the 10 Child Safe Standards are?



A huge thank you to all our Educators who participated in the "Out and About: Safe Journeys with Kids" workshop. This professional development opportunity covered key safety messages for children as pedestrians, passengers and when riding bikes and wheeled toys. We hope you gained some creative ideas and strategies around road safety to include within your practices, helping keep children safe when out and about.



Refer an Educator!

Help us to recruit more wonderful Educators at AFDC. Refer an Educator and earn \$500! Get \$250 when they register and another \$250 after 6 months. Help us grow our team and watch your reward grow!



FRIENDLY REMINDER

The following First Aid Qualification is to be undertaken every 3 years by Educators:
 HLTAID012 Provide First Aid in an Education and Care Setting (encompassing HLTAID009 Provide Cardiopulmonary Resuscitation; HLTAID010 Provide Basic Emergency Life Support; and HLTAID011 Provide First Aid)

The following CPR Qualification is to be undertaken annually by Educators:
 HLTAID009 Provide Cardiopulmonary Resuscitation

Happy Early Childhood Educators' Day!

September 4th saw Early childhood Educators' Day. We would like to take this opportunity to thank each and everyone one of you for all your efforts and hard work. We appreciate everything you do for the families and children in your care. Even the Prime Minister acknowledged the vital work done by all Early Childhood Educators. This was a major milestone to finally see this recognition at a National level!



Happy Early Childhood Educators' Day!

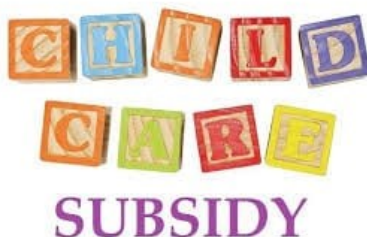
Child Care Subsidy Entitlements—Absence Statement

We are reminding everyone about the conditions under which your families are granted Child Care Subsidy by the Commonwealth so that, if any of the events mentioned below occur, you will alert our team.

- All families are entitled to **42 Allowable Absences** from care in any financial year before evidence of extenuation circumstances is required (this is across all services).
- Families may apply for additional absences over and above the 42 by providing evidence of events such as family illness, local emergencies or where a court order or parenting plan is in place, and
- Child Care Subsidy cannot be paid for a first day absence

or for an absence from which a child does not return to care, **even temporarily**.

- Enrolments automatically cease if a child does not attend a session of care in **14 consecutive weeks**. This is known as the **14 week rule**.



If a child is not present on the first day or last day of their booking, please inform our staff. We can

then ensure that we do not grant Child Care Subsidy to the family for those periods. If a child has been absent from care for an unusually lengthy period, we also need to know so that we can alert the family to the potential CCS debt that they may be incurring.

Our aim is to work with both you and our families to make sure that we are not only compliant with departmental requirements, but also doing our best to assist families to understand this complex legislation and to make care as affordable for them as possible.



Recent Spot Checks

Huge congratulations to all of our Educators who received a recent spot check from the Department of Education. Louise, from the Department was very impressed with the progress we have made this year, and commended everyone on their efforts.

Although spot checks can feel challenging, they are a great opportunity to showcase your services. They also support us to grow and improve our practices, benefitting everyone involved.



Education

Our Philosophy

At Armidale Family Day Care, we acknowledge and pay respect to the traditional custodians of the land on which we live, work, learn and play. This includes the Anaiwan, Banbai, Dunghutti, Gumbayngirr, Kamilaroi, Ngarabal and Nogooralbul people. We extend this respect to all other Aboriginal and Torres Strait Islander people within our community. We acknowledge our responsibility to embed Aboriginal and Torres Strait Islander perspectives into our pedagogy.

We aim to provide high quality education and care to families and children within our communities in a nurturing home environment, developing respectful relationships that lead to a strong sense of belonging.

Our staff, educators and families reflect the diversity of Australian society and we respect one another's values, beliefs and cultures.

We recognise the importance of learning within the natural environment and acknowledge our responsibility to show children how to contribute to a sustainable future.

We embrace continuous quality improvement through professional development, partnerships and critical reflection, to inform and build upon the education and care provided to children and the management practices we enact.

We respect children's rights as developing, capable individuals and strive to provide them with security and consistency through nurturing relationships and safe and challenging environments that facilitate learning and development.

We support children's being, belonging and becoming, promoting their agency while working in partnership with families and the community.

Christmas Office Closure and Session Reports

Scary though it is, we do need to start planning for the end of the year!

Our Coordination Unit office will close on Thursday, December 19, 2024 and reopen on Monday 6 January 2025. As usual a member of our team will be have the service mobile over that time to support you in the case of emergencies.

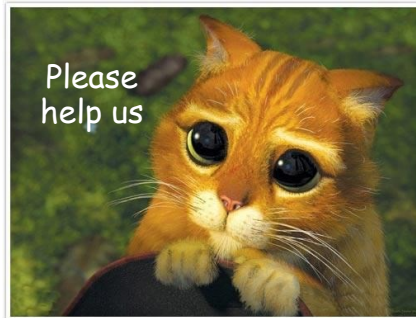


Most of you will be experienced in the process AFDC uses to process your attendance session reports over the festive season.

The last reporting period of 2024 ends on Sunday, December 22. The CCS system will close on Tuesday, December 24, 2024.

That gives our management very lit-

tle time to submit these reports and get them through for processing and we can only do it with your help.



Please remember:

- We will not have time to chase families for signatures. Please ask your families to sign off on their session reports **at the time** that they collect their children on the last day of care **every week**.
- Submit your session reports through *Harmony* as each family signs off on their child's attendances. Don't wait until 10 am Monday morning to submit them all at once.
- We will be relying on you to double check that you have submitted all of your sessions.

- Please double and triple check your *Harmony* each week.

We can never guarantee when the Commonwealth will release Child Care Subsidy funds at this time of year. Educators can expect fees to be paid into their accounts on Thursday January 4. It depends on how the various Department's communicate with each other.

As usual, we are happy to advance funding to Educators based on what you will expect to earn over that period if the delay is going to have an impact on your family. We will then deduct the amount advanced from your child care payment when the funds arrive. Please give us plenty of notice if you would like to take advantage of this offer.



Visitors Books

This is a gentle reminder that there is a legislative requirement for all Educators to maintain a record of people who visit your service while children are in care.

Under Regulation 165, all Educator are required to record the name, arrival and departure times and signature of all visitors. Think of it as a way of showing your transparency and demonstrating your professionalism.



Lois Walkowiak Farewell and End of Year Get Together

Lois Walkowiak has indicated that 19th December is the definitive date of her retirement as Nominated Supervisor.



Lois's relationship with AFDC spans over 20 years. She was first registered as an Educator in 2003 and has participated on our Board of Directors, as both Educator representative and later Chairperson.

Lois returned in the role of Coordinator in January 2022, then taking on the reins of Family Day Care as Nominated Supervisor. We are all incredibly grateful for her valuable input across such a broad spectrum; we will miss her very much.



Saturday
7th December 2024