



Role and Responsibilities: Adele Moon

[See her profile on the Bayside Website](#)

- Conduct 2nd Interview in the recruitment process with new Carer / Providers ---provide each with information about BFDC and raising its profile in the community
- General enquiries selling the scheme –letting parents know what the benefits are of FDC
- Take requests for care, liaise with parents and Carers regarding placements
- Place children in care, considering the needs of families and care providers
- Conduct parent interviews, present a professional image of Bayside Family Day Care; keep records on children, share this information with care providers.
- Visit care providers and offer advice and support, monitor the quality of care; ensure legislative requirements are met for Quality Assurance , Child Care Act 2002, and Regulations 2003 and the Bayside Family Day Care’s policies.
- Train new Carers in child protection and behavior management strategies, The Child Care Act, Regulations and scheme policies.
- Mediate any issues arising between parents and Carers, facilitate problem solving with the aim of reaching an amicable outcome.
- Keep administrative records relating to Carers blue cards, first aid, road worthy certificates, contracts, and re-approval, etc, for 50 plus Carers, send out reminders and chase up paperwork.
- Set up and keep records on new care providers, make sure set criteria and training requirements are met and paperwork collected before approval is granted.
- Meeting the needs of Carers and parents in any way possible.

What Parents look for in Care Providers:

- Pleasant and courteous manner
- Warm, friendly, experienced, neat and tidy, safe, child friendly environment, organised, cheerful, fun, and professional.
- Flexible, trustworthy, similar values, reliable and dependable.
- Someone who interacts well with their child and is genuinely interested in supporting their development.
- Someone who is going to be kind, gentle, warm and nurturing to their child
- Who provides a range of activities, someone who attends playgroup and can provide a range of social experiences.

- Provides feedback on their child's day and development.
- First impressions can make or break a potential partnership. In those first few seconds you and your environment are being judged as to whether you can provide suitable care. This begins when families pull up outside your home!!!!

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