



## ***WHAT ASSISTANCE CAN I RECEIVE IN STARTING-UP MY CHILD CARE BUSINESS WITH BAYSIDE FAMILY DAY CARE?***

### **What Assistance Will I Receive Before Starting My Child Care Business?**

- Assistance to Apply for a Federal Government Start Up Grant of \$1500
- Visits by Coordinators to discuss what is expected of you in starting up a family day care service
- Coordinators support you in any matters relating to setting up and starting as a Carer with Bayside Family Day Care including information on:
  - Setting up your home as a learning environment for children
  - Safety requirements
- Visits to other Carers to see what other Carers do and how they conduct their family day care business
- Our Accountant, Carlos Rodriguez, is available to advise you on how to maximize your income

### **What Help will I Receive in Setting-up my Child Care Business?**

- Referrals of families for placements of children
- Scheduled meeting with the Office Administrator to learn about the administrative aspect of being a Carer with the Bayside Family Day Care Service; Including training in calculating fees, completion and submission of timesheets
- Provision of all information required to set up as a family day care provider in Queensland
- Provision of all forms required
- Extra support from staff in the first two months

### **What Resources are Available to Me?**

- Equipment such as strollers, cots, high chairs, car seats, etc.
- Extensive Toy Library
- Resource Library – Provision of books, puzzles, music
- Access to Aboriginal, Torres Strait, South Sea Islander, multicultural, developmental, and other resources through Bayside Family Day Care's membership of other resource libraries
- Professionally coordinated Playgroup for Carers, parents and children to learn from a variety of planned experiences

## What Training Do I Receive?

- Provision of in-service training in early childhood care & education
- On-the-job training
- Pre-service Training in the following areas:
  - Professional Approaches to delivering a child care service
  - Child Protection
  - Behaviour management
  - Programming and inclusion of children from diverse backgrounds
  - Setting up Your Childcare Environment
  - Communication Books for Parents
  - Quality Assurance requirements
  - Workplace Health and Safety
  - Administration Training
- 12 individualised weekly programming training sessions at your home on commencement. These will be tailored to individual children's interest and development
- 3 weekly visits thereafter
- The Coordination Unit facilitates the quality assurance process within the scheme and assists individual carers with ideas and observations

## How do the Staff Assist Me in Providing a Quality Service

- Coordination unit staff support you in working with children and families
- Referrals to other agencies as appropriate
- Advice on management of child development and child related matters
- Coordinators will provide resources to assist you in providing a quality service to children and families

## What Assistance is there from the Service with Marketing and Advertising?

- Yellow Pages, Local Newspapers and Website
- Provision of a template for developing a professional profile
- Your half page profile including your photograph is provided to families when being referred to you
- You maintain a more complete profile to provide to families at interviews
- Business cards are available
- Staff and Carers advocate on behalf of the service and protect the good name and standing of the service within the community

### **What On-going Support would I Receive from the Staff?**

- You will be supported through home visits by coordinators
- You will receive advice and support in business management and professional conduct, including conflict resolution
- You will receive administrative support through the office as required

### **What Help is provided with Fees?**

- The Office Administrator will assist you to calculate fees at any time
- Child Care Benefit for families in care will be calculated by the office Administrator and paid directly into the Carers bank account
- Guidelines for fee schedules
- Debt management policy – Support in following up with bad debts

### **What Happens if I am Sick or on Holidays; or need to talk to a Coordinator after Business Hours?**

- There is an on-call arrangement with staff after-hours as needed.
- If you are sick, all you need to do is phone the on-call person and they will arrange alternative care for the children in your care
- When you decide to take holidays, the staff will arrange alternative care for the children who are in your care at that time

