



YMCA WA REGISTRATION OF EDUCATOR ASSISTANTS PROCEDURE

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DOCUMENT CONTROL

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1.0 PURPOSE

YMCA WA Family Day Care assistants will meet the family day care service engagement and registration process to provide early education and care for children and families.

To act in an equitable and transparent manner when carrying out the family day care service Registration Procedure.

To engage and register family day care assistants who meet the YMCA Family Day Care Service registration procedure.

2.0 SCOPE

This Policy applies to the YMCA WA Family Day Care Service and family day care educator assistants.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012:
Education and Care Services National Regulations, WA 2012
National Quality Standards

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
SD-FDC-03-04-PROD	Fit and Proper Assessment Family Day Care Educator Procedure
	YMCA Family Day Care application form
	Family Day Care Educator Documentation checklist
	Educator Assistant Induction Form
	Establishment Costs checklist

6.0 STEPS

6.1 MINIMUM CRITERIA FOR ACCEPTANCE OF APPLICATION

- Minimum 18 years of age
- The educator acknowledges that the educator assistant is working under the membership agreement of the educator, YMCA WA Family Day Care policy and procedural requirements and the law outlined in the membership agreement, any breach of the provisions of the agreement, policies and procedures will result in the termination of the educator's membership.
- Provide all information required in the YMCA WA Family Day Care Application Form.

6.2 ON RECEIPT OF APPLICATION

The family day care service will undertake the following steps (the sequence can be amended to meet contextual requirements) when registering family day care educators.

1. On receipt of the application form a service staff member will contact the prospective educator assistant to arrange a date and time for an interview. (this will either be face to face at the service or another method that meets the service requirements.)
2. Two service staff members will conduct the interview with the prospective educator, the interview will be recorded.
3. To be accepted to complete the YMCA Family Day Care registration process the prospective educator assistant must meet the following requirements
 - provide 100 points of identification
 - answer the interview questions asked with appropriate knowledge and information.
 - provide referees including the most recent line manager to answer questions about previous work history.
4. If service staff deem the prospective educator assistant as an inappropriate person the person will be notified verbally or in writing after the interview process is complete.
- 5.
6. If the service staff deem the prospective educator assistant as an appropriate person the following information will be provided
 - Statutory declaration statements
 - Family Day Care Educator Documentation checklist (Fit and Proper)
 - Public Liability information (if applicable)
 - Service contact details
 - Educator Assistant Induction form
 - Establishment costs checklist
7. Educator Assistant completes all applicable requirements within the Family Day Care Educator office check list (Fit and Proper)
8. Educator assistant completes induction form with educator face to face at the approved residence or venue. This includes the guidelines referring to regulation 144.
9. The family day care service will maintain a Records Management process on current CCMS software for registered family day care assistants,

10. An additional staff member will check all requirements outlined in 8 and 9 have been successfully provided and entered onto the current software used.
11. Educator assistants will be supplied with a Harmony PIN.
12. The Educator using an assistant must notify all parents enrolled with the service in writing of the commencement of the educator assistant prior to an educator assistant being used.
13. Parents must be made aware that if they do not wish to use the educator assistant to provide full supervision they will not be charged for the care.
14. Once the requirements outlined in 8 have been completed successfully a start date will be negotiated and a registration certificate will be issued for display in the educators approved premises.

If the family day care educator or educator assistant breaches any of the procedures set out under this procedure, the family day care service is entitled to terminate the family day care educator’s registration as a member of the YMCA WA Family Day Care Service and the grievance procedures set out in this service policy manual will not apply.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

Term	Definition
Educator	A registered family day care educator, educator to act in place of.
Educator Assistant	A registered educator who can take over the task of providing education and care for children enrolled at a specific residence or venue, for a period no longer than 4 hours. For further information refer to Education and Care Services National Regulations, WA 2012 Regulation 144