Information required for service approval application: Family day care

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| Tick | Information required for service approval |
|[ ]  The applicant’s full name and provider approval number (or the applicant’s contact details if the applicant has applied for a provider approval but that application has not yet been determined). |
|[ ]  The name of the proposed family day care service. |
|[ ]  The proposed date on which the family day care service will commence operation. |
|[ ]  If known, the contact details for the proposed principal office of the service, including an after-hours telephone number. |
|[ ]  The proposed hours and days of operation of the service, including whether the service proposes to engage or register family day care educators who will provide overnight or weekend care. |
|[ ]  The proposed location and street address of the principal office of the service. |
|[ ]  A statement that the applicant has the right to occupy and use the proposed premises as a principal office and any document evidencing this (for example, a lease of the premises). |
|[ ]  The proposed number of family day care educators expected to be engaged by, or registered with, the service within 6 months of its commencement. |
|[ ]  A statement that each family day care residence that will be part of the service and each place other than a residence that provides education and care to the children as part of the service will be located in NSW. |
|[ ]  The proposed local government areas in which the family day care educators will provide education and care. |
|[ ]  The proposed number of family day care co-ordinators expected to be engaged by the service within six months of its commencement.  |
|[ ]  A statement that the applicant has prepared the policies and procedures required by regulation 168 of the National Regulations. Regulation 168 requires policies and procedures regarding each of the following: * health and safety, including:
	+ Nutrition, food and beverages and dietary requirements
	+ Sun protection
	+ Water safety, including safety during any water-based activities
	+ Administering first aid
	+ Sleep and rest for children
* incident, injury, trauma and illness procedures complying with regulation 85
* dealing with infectious diseases, including procedures complying with regulation 88
* dealing with medical conditions in children, including the matters set out in regulation 90
* emergency and evacuation, including the matters set out in regulation 97
* delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99
* excursions, including procedures complying with regulations 100 to 102
* transportation, including procedures to comply with Division 7 of Part 4.2
* providing a child safe environment
* staffing, including:
	+ a code of conduct for staff members
	+ determining the responsible person present at the service
	+ the participation of volunteers and students on practicum placements
* interactions with children, including the matters set out in regulations 155 and 156.
* enrolment and orientation
* governance and management of the service, including confidentiality of records
* the acceptance and refusal of authorisations
* payment of fees and provision of a statement of fees charged by the education and care service
* dealing with complaints.
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|[ ]  A copy of the proposed policies and procedures required by regulation 169, namely: * assessment and approval of family day care venues and residences and reassessment of approved family day care venues and residences, including matters to meet the requirements of regulation 116
* engagement or registration of family day care educators
* keeping a register of family day care educators, family day care co-ordinators and family day care educator assistants under regulation 153
* monitoring, support and supervision of family day care educators, including how the service will manage educators at remote locations
* assessment of family day care educators, family day care educator assistants and persons residing at family day care residences, including the matters required under regulation 163
* visitors to family day care residences and venues while education and care is provided to children
* provision of information, assistance and training to family day care educators
* engagement or registration of family day care educator assistants.
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|[ ]  If the service will permit a family day care residence or venue with a swimming pool or a water hazard, a copy of a proposed water safety policy for the service. |
|[ ]  The full name and contact details (including after-hours telephone number) of each nominated supervisor of the service.  |
|[ ]  The written consent of each nominated supervisor of the service to their nomination (unless the nominated supervisor is the approved provider and the approved provider is an individual).  |
|[ ]  If the application includes a request for venue approval\*: * the location and street address of the venue
* a statement that the applicant has the right to occupy and use the place as a family day care venue and any document evidencing this (for example, a lease of the premises)
* an assessment (including any risk assessment) of the place conducted by the approved provider to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected. The assessment must consider the matters set out in regulation 116(2) which are:
	+ The suitability of the venue according to the number, ages and abilities of children attending, or likely to attend
	+ The suitability of nappy change arrangements for children attending, or likely to attend the venue
	+ The existence of any water hazards, water features or swimming pool at or near the venue
	+ The risk posed by any animals at the venue
	+ The requirements set out in regulation 117 of the National Regulations related to ensuring the safety of glass at the venue
* the requirements set out in division 1 of the National Regulations related to family day care centres.

In the case of a venue, the Regulatory Authority will ask the provider to supply a statement as to any exceptional circumstances. |