



A Registered Educator with

Green Grove Family Day Care

Nina Flannery

Mob: 0400 123 456

44 Duke Street

Green Grove, 2222

Hours of Operation: 7am—5pm, Mon to Fri

Ages: Birth-12yrs

Introduction

My name is Nina and I established my FDC business three years ago. I chose to work as a FDC educator as I enjoy working from home and the opportunity to contribute to children's lives through nurturing and supportive care. I also look forward to providing a program for children that meets their individual needs and the goals that you have for your child.

Qualifications

I am a registered educator and abide by all state and commonwealth regulations and the policies and procedures of Green Grove FDC.

As a registered educator I have certificates in:

- Certificate III in Children's Services
- First Aid Certificate including Anaphylaxis and Asthma
- Nutrition and Food Handling

Programming

I provide an individual program for the children in care based on the Early Years Learning Framework. I will plan experiences for the children by observing the children in play and plan experiences based on their interests, age and stage of development, documentation will be collected as a portfolio for each child. I welcome your input into the program and portfolio.

Please do not hesitate to approach me at any time whether it is for a chat or any questions regarding the care of your child. I will be happy to assist. It is exciting to form great relationships with you and your family.

Meet the Flannery family!



As a child care professional and a registered Family Day Care Educator with Green Grove FDC I work within legislative and organisational requirements guided by:

National Quality Framework



*National Quality Standard for
Early Childhood Education
and Care (2011)*



Education and Care Services

National Regulations (2011)



*Belonging, Being and Becoming: The Early Years Learning
Framework for Children 0-5 years and
My Time, Our Place: Framework for School Age Care for
Children 5-12 years*



Green Grove FDC Policies and Procedures

Our daily routine

The following routine can change slightly depending on the weather and seasonal conditions. The summer and winter routine will be displayed on the noticeboard next to the sign in book.

7:00am – Indoor Play: Puzzles, dress ups, books

9:30am – Outdoor Free Play: bikes, sand pit

10:00am – Morning Tea

10:30am – Arts and Craft Activity: drawing, painting

12 noon – Lunch: Indoor/Outdoor

12:30 – Small group: music, movement, story

12:45pm – Sleep/Rest time

2:00pm – Outdoor Free Play: Balls, hoops

3:00pm – Afternoon Tea

3:30pm – Indoor Play until home time

What to bring?

It is a good idea to dress your child in play clothes as we will be involved in many different activities throughout the day ranging from painting, craft, art, and outdoor play such as sand, mud and water.

Please provide in a clearly labeled bag or back pack;

1 wide brim hat

2 spare sets of clothes (season appropriate)

1 jumper/jacket

4 underpants if toilet training

6-8 nappies

Wipes

Sunscreen if you prefer a particular brand

Comforter teddy/blanket if needed

In the lunchbox;

Green Grove Family Day Care promotes healthy eating, therefore, please do not pack any soft drink, chocolates, lollies etc.

Morning/Afternoon Tea—Fruit, yoghurt, cheese and biscuit. Milk or water (bottle).

Lunch—Sandwich, pasta/rice, fruit. Milk or water (bottle).

Fees, Payments and Receipts

Fees are due on the last day of the care week. Payment can be either:

- cash payment (correct amount please as no change is available)
- direct deposit (bank details available on request)

All payments received will be receipted and a copy provided to you.

Assistance with the costs of child care is available for families through Child Care Benefit and Child Care Rebate—details are available through the Co-ordination Unit.

Holidays/Leave

I am unavailable to provide care on gazetted public holidays including Christmas Day and New Year's Day

I will also be closed for a period of two weeks during the year and as per the Green Grove FDC policy I will notify you at least two weeks prior to the date of this closure.

If you require an alternative placement during this time the necessary forms will be completed and sent to Green Grove FDC office.



Timesheets

I am required to submit a timesheet for each child in my care on a fortnightly basis. The timesheet MUST be signed by an authorised adult on arrival and departure each day.

