

Lake Macquarie Family Day Care
 A Quality Education and Care Option for Our Community
 Ph: 02 4921 0156
 Email: familydaycare@lakemac.nsw.gov.au

FDC/ ___ / ___ / ___ / 03 educator
 F20 ___ / ___ child/family
 Relate to F2010/02372



OVERNIGHT AND 24-Hour CARE ARRANGEMENT FOR CHILDREN
 (One form must be completed and submitted to Co-ordination Unit for each family on every occasion)

To be completed by educator, signed by educator and parents, and approved by Nominated Supervisor (or delegated officer) PRIOR to any instance of overnight and/or unbroken 24-hour period of care occurring.

Educator name	<input style="width: 95%;" type="text"/>	date	<input style="width: 95%;" type="text"/>
Address care will occur	<input style="width: 95%;" type="text"/>	postcode	<input style="width: 95%;" type="text"/>
Child/ren's full names	<input style="width: 95%;" type="text"/>		age <input style="width: 95%;" type="text"/>
Proposed date start	<input style="width: 15%;" type="text"/>	time <input style="width: 15%;" type="text"/>	Until date end <input style="width: 15%;" type="text"/>
			time <input style="width: 15%;" type="text"/>
Total hours of overnight/24-hour care	<input style="width: 15%;" type="text"/>	Total hours of other care used in the week	<input style="width: 15%;" type="text"/>
		Parent CCS hours entitlement	<input style="width: 15%;" type="text"/>

Does this care involve an unbroken 24-hour period of care? No Yes ↓

IF 24-hour care, the parent must provide written documentation in the form of Statutory Declaration or letter from employer, social worker, or doctor, confirming that care is required for one of the following reasons:

- **work related commitments** (such as live-in conferences or training courses)
- **exceptional circumstances** where neither parent (or the sole-parent) is available to care for the child for a period of 24 hours (e.g.: hospitalisation; short-term physical incapacity; short-term episodes of psychological or psychiatric illness; intensive medical treatment; short-term educator responsibilities for other family members; voluntary work associated with an emergency or disaster; attendance at a funeral or other bereavement service requiring long-distance travel; attendance at court as a party to proceedings, a juror or a witness)

In addition to the procedures for providing overnight care, educators must also ensure a parent completes a Department of Social Services [Form 08-230 Approval for 24 hour child care for up to 14 periods in a financial year](#) (pdf) / [08-230 Approval for 24 hour child care for up to 14 periods in a financial year](#) (word)

HOUSE PLAN

Show rooms in residence or approved venue and clearly indicate where FDC CHILDREN, FDC Educator, and children/adults residing at the premises will be sleeping.

Names of people sleeping at residence/venue each night	age	Relationship to educator	Resident?	Visitor?

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ITEM	Anticipated impacts - Provision / management (describe)
<p>Sleeping arrangements Educator should be in direct proximity of the child/ren, able to monitor (physical checks plus auditory proximity), and immediately able to respond if necessary. Baby under 12 months should sleep in own cot in same room as educator .</p>	
<p>Safe sleep plan Educator has reviewed Safe sleep plan and copy has been provided to the office. Consideration of frequency of checks (eg, child age, medical condition, other?)</p>	
<p>Beds / Bedding Suitable for age, development and cultural needs of child, appropriate for extended sleep Compliant with applicable national standards</p>	
<p>Meals Will meals be required? Who will provide? Maintaining appropriate and adequate food storage and preparation facilities</p>	
<p>Bathing Will bathing be needed? Are bathing facilities adequate and able to be managed within the FDC registered areas? How will access to hot water, supervision, maintaining privacy/dignity etc be managed? Family members not to be involved with self-care needs.</p>	
<p>Care supplies for child What will be needed, who will supply</p>	
<p>Health conditions/medical needs of child Any supplementary action plans needed? Medical Communication plan updated relevant to overnight care needs. Is medication needed? - Has medication been provided and authorised in writing etc</p>	
<p>Child routine</p>	
<p>Excursion or outings in the period Will any excursion occur? Is a change to Risk Assessment needed? Are current parent authorisations complete?</p>	
<p>Maintaining all FDC obligations at all times eg, smoke/Alcohol/drug-free environment, remaining in FDC registered areas/preventing access to non-registered areas, protecting from harm and hazards, access to pets, direct supervision, attending to child's care needs directly (not other family members) etc</p>	
<p>Educator own domestic needs How will educator manage their own meals, bathing, tending to own children (if applicable) etc maintaining supervision.</p>	
<p>Any other usual family commitments How will these be managed?</p>	

Please attach any additional information to support your application.

Educator and Parent understand and agree that:

- Children must not be educated and cared for by any person other than the family day care educator.
(National Law 164A – penalty \$2,000)
- Children must not be left alone with visitors.
(National Regulation 166 – penalty \$2,000)
- Educator must adequately supervise children at all times.
(National Law 165 – penalty \$10,000)
- Educator must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the educator as part of a family day care service are met, having regard to the ages, development and individual needs of the children.
(National Regulation 81 – penalty \$1,000)
- Educator must take every reasonable precaution to protect child/ren from harm and any hazards likely to cause injury.
(National Law 167 – penalty \$10,000)
- Educator must not exceed the prescribed number of children at any time.
(National Law 169 – penalty \$10,000)
- Educator must ensure a person does not remain at the FDC residence or approved venue unless the person is authorised, or is under the direct supervision of the educator.
(National Law 170 – penalty \$1,000)
- Educator must ensure the areas of the residence or venue, available for use overnight, are included in the areas registered for education and care on their Lake Macquarie Family Day Care Certificate of Registration, and that sleeping facilities comply with regulatory requirements.
- Educator must maintain and implement ALL requirements and obligations of the Education and Care Services National Law and Regulations, Registration Agreement with Lake Macquarie City Council, and Lake Macquarie FDC Policy and procedures, at all times.
- Educator has provided and discussed applicable fees as part of their Fees and Charges Schedule with the parent.
- Parent** has investigated CCS eligibility and any restrictions on number of hours CCS will be paid for, and agrees to pay applicable fees in accordance with the Educator Fees and Charges Schedule.

Educator name		signature		date	
Parent name		signature		date	

'The information is being collected in compliance with the principles of the Privacy and Personal Information Protection Act 1998 and accordingly will only be used for the purpose for which it is being collected, in emergencies or as otherwise required or authorized by law'.

Save original application document to educator file BEFORE reviewing and completing:

OFFICE USE ONLY			
Compliance history / relevant items		Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff initial: date:
Parent document to support o/night or 24 hours are supplied	Date: Comment/description:	LMFDC staff member available to provide advice and assistance to educator (Law 164)	Name Phone
Conditions (if applicable):			

Save to educator file and provide copy to educator.

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