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

FAMILY DAY CARE VISITORS

A FDC educator must keep a record of all visitors to the FDC residence/venue while children are being educated and cared for as part of a FDC service, and take reasonable steps to ensure the record is accurate. The Record must be kept until the end of 3 years after the date the record was made. The Record must be provided to the approved provider (Council) on ceasing to be registered.

A FDC educator must not leave a child being educated and cared for with a visitor.

Education and Care Children's Services National Regulations 165, 166, 178, 183, 179.

Date	Name	Time in	Signature	Time out	Contact number	Purpose of visit	Educator initial