

	<p style="text-align: center;">Procedure Family Day Care Educator Absence</p>	
---	--	--

Table of Contents

Table of Contents 1
Procedure 2
Controlled Document Information 4

Procedure

Purpose & Scope

Lake Macquarie Family Day Care recognises:

- the needs of families for continuity of care arrangements; and
- children's emotional need for a stable care environment; and
- educators regulatory requirements for preventing spread of infectious and contagious illness;
- educators work health and safety requirements for sufficient rest and recreation; and
- educators needs for balancing work and family commitments;

Process

- 1 Fees for care are not payable to an educator if the educator is unavailable to provide care.
- 2 Fees are not payable by parents for a child's absence from the entire session of care due to an educator being unavailable to provide care for any part of that care session.

Arranging Alternate Care for Children

- 3 Parents must be aware that alternate care will only be available where care vacancies exist or where an educator engages a relief educator and the parent consents to the arrangement
- 4 If parents contact the Service office to request alternate care the Nominated Supervisor, or delegated officer, will use their best endeavours to obtain alternate care within the service
- 5 Educators must notify staff, of any alternate care arrangements including relief care made for children during their absence, as soon as the parent confirms the arrangements are satisfactory.

Educator Holidays

- 6 Educators must notify parents and the Family Day Care Office by email or in writing, by submitting an Educator Leave Notification form not less than two weeks before commencing holidays.

Educator or Household Member Illness and Emergency Leave

- 7 Educators must notify parents and staff, by telephone, or email of their inability to provide care, and the expected duration of their absence, as soon as possible. Parents must be aware that notice may not be available in cases of sudden illness or other emergency.
- 8 At the discretion of the Nominated Supervisor, a medical certificate may be required before an educator resumes care, after illness leave, to ensure:
 - the educator's fitness to provide education and care; or
 - a household member is no longer infectious or contagious

Extended Leave

- 9 Educators may take extended leave of absence, as required.
- 10 The Nominated Supervisor will regard the educator as having terminated their registration after 6 months extended leave.
- 11 The Nominated Supervisor will not require an educator who successfully re-applies for registration within 12 months of last providing care to participate in new educator orientation training, unless during the course of the educator's leave, there have been substantial changes to regulatory requirements.

- 12 Educators must notify parents of children in care and the Nominated Supervisor, in writing, as soon as possible of their intention to take extended leave. This notice must include:
 - the anticipated dates of commencing leave and return to work
- 13 Educators must also advise parents to contact the Service office as soon as possible, if they require alternate care for children during the educator's absence.
- 14 A medical certificate indicating the educator's fitness to provide an education and care service must be given to the Nominated Supervisor:
 - on request at any time, if in the opinion of the Nominated Supervisor, the educator's health or ability to perform care duties is compromised

Controlled Document Information

Authorisation Details

Folder No:	F2004/12276-03	TRIM Record No:	D08476785
Audience:	Departmental - Family Day Care Staff, Educators and Stakeholders		
Department:	Community Planning		
Officer:	Service Manager - Jan Morgan		
Review Timeframe: Max < 4 years	3 Years	Next Scheduled Review Date:	13 September 2020
Authorisation:	Manager - Community Planning - Andrew Bryant - 13 September 2017		

Related Document Information, Standards & References

Related Legislation:	Work Health & Safety The National Quality Framework	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Educator Leave Notification Educator Registration Procedure	(Relationship/Context)
Standards COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Licensee	the holder of a current licence for operation of Lake Macquarie Family Day Care issued by Department of Community Services.
Nominated Supervisor	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
Staff	an employee or employees of Lake Macquarie City Council for service within Lake Macquarie Family Day Care
Educator	<p>a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and</p> <p>(b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator</p> <p>(c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours</p>
Parent	The parent of a child registered for care with Lake Macquarie Family Day Care and includes: a) guardian of the child, and/or

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

	b) a person who has the custody of the child
Policy and procedures	current Lake Macquarie Family Day Care policies and procedures
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
Service	Lake Macquarie Family Day Care
The National Quality Framework	Includes: <ul style="list-style-type: none"> • a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 • a National Quality Standard • an assessment and rating system • a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. • The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	Includes: <p>Work Health and Safety Act 2011 No 10</p> <p>Work Health & Safety Regulations 2011</p>

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Family Day Care staff, Educators and Stakeholders
---	---

Version History

Version No	Date Changed	Modified By	Details and Comments
2	10/03/2006	J. Wade	Include reference to relief educator in definitions
3	12/11/2008	J. Wade	Update references
4	21/10/2010	J. Morgan	Update term carer to educator
5	29/11/2011	S. Vickers	Update reference Children's Services Regulations 2004 and Amendment 2010 to The National Quality Framework, OH & S to Work Health & Safety and added to definitions, updated reference of home to residence and venue, update reference of childcare to education and care, update definitions of Authorised Supervisor
6	09/09/2014	J Morgan	Updated references to include email notifications and updated terminology
7	10/09/17	J Morgan	No changes