

	<p style="text-align: center;">Procedure</p> <p style="text-align: center;">Family Day Care Overnight & 24 Hour Care</p>	
---	---	--

Table of Contents

Table of Contents	1
Procedure	2
Controlled Document Information	4

Procedure

Purpose & Scope

Family Day Care can provide care for children overnight and for up to 14 continuous periods of 24 hours care when because of work - related commitments or exceptional circumstances; neither parent is available to care for the child. Educators may elect to offer this service to families in addition to standard hours of care.

As an approved childcare service provider, Lake Macquarie Family Day Care has discretion to approve up to 14 periods of 24-hour continuous care for each child in a family, in a financial year.

Access to 24-hour care is restricted because of concern over the care of the child and the high cost to the community. Families requiring 24-hour care for reasons, which do not meet work-related commitments, or exceptional circumstances will not be approved e.g. moving house, attending social functions.

Process

BEFORE PROVIDING OVERNIGHT CARE (less than 24 hours continuous care)

- 1 Before providing overnight care, educators must:
 - (i) ensure the areas of the residence or venue, available for use overnight are not excluded areas for education and care, on their Lake Macquarie Family Day Care Certificate of Registration, and that sleeping facilities are culturally appropriate and suitable for the age of the child
 - (ii) complete an overnight care form and include details of where children in care, household members and any person visiting the residence or venue, overnight, will sleep
 - (iii) ensure both the educator and a parent signs the overnight care form
 - (iv) give details of the care arrangements to the Nominated Supervisor or delegated officer and request approval to provide overnight care. Details to be provided must include:
 - names and ages of children who will be in care
 - names of other persons who will be present at the residence or venue, during the overnight care period and their relationship to the educator
 - area of the residence or venue, to be used for care during the overnight care period
 - the hours of care to be provided
 - any excursions planned and completed risk assessments during the period of care
 - sleeping facilities available for the children in care
 - total hours of other care used by the child in the week overnight care is provided

BEFORE PROVIDING CARE EXCEEDING 24 HOURS CONTINUOUS CARE

- 2 In addition to the procedures for providing overnight care, educators must also ensure a parent completes an Approval for 24hr Care for up to 14 periods in a financial year. (Department of Education Form 08-230)
- 3 The parent will 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 demands on parents (such as live-in conferences or training courses)

- short term emergencies (e.g. hospitalization, short-term physical incapacity, short-term episodes of psychological or psychiatric illness, serious illness of a member of the persons family ,intensive medical treatment, voluntary work associated with an emergency or disaster, short-term carer responsibilities for other family members, attendance at a funeral or bereavement service requiring long distance travel , resolution of a family members estate that involves long distance travel attendance at court as a party to proceedings, a juror or witness)

REQUESTS FOR APPROVAL FOR MORE THAN 14 PERIODS OF 24 HOUR CARE IN A FINANCIAL YEAR

After a child has used 14 periods of care in a financial year, a separate application for approval must be made to the Department of Human Services.

APPROVAL OF OVERNIGHT OR 24 HOUR CARE

The Nominated Supervisor or delegated officer will:

- assess the information provided by the educator and family
- advise the educator and family of the outcome of the assessment
- record the approval by:
 - entering a notation in the family notes section of Harmony electronic records system confirming:
 - approval given by authorising officer
 - educator name
 - date of care
 - in the case of 24-hour care, the name of the authorising officer signing the Approval for 24 hour care
 - TRIM the information to the family/educator file

ONCE CARE HAS BEEN PROVIDED

5 The educator must:

- ensure a parent signs the Attendance Record and notes attendance times
- submit the completed Overnight Care form, and Approval for 24hour Care form and documentary evidence to support request for 24 hour care (if applicable) to the office of Lake Macquarie Family Day Care with signed Attendance Records for the care period

Controlled Document Information

Authorisation Details

Folder No:	F2004/12276-03	TRIM Record No:	D08496613
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:	Children (Education and Care Services) National Law (NSW) Education and Care Services National Regulations A New Tax System (Family Assistance (Administration) Act No. 81, 1999 A New Tax System (Family Assistance and Related Measures) Act No. 45, 2000 Family Assistance Legislation Amendment (Child Care Management System and Other Measures) Act 2007	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Overnight Care Arrangement for Children form Approval for 24 hour child care form 08-230 (Department of Education) Attendance Record Family Day Care Excursion Procedure Family Day Care Child Safety Procedure	(Relationship/Context)
Standards COP's & Other References	Child Care Management System – Child Care Services Handbook	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
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.
Educator means	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 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

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.

	care for children in the residence or venue of a primary educator (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
Parent	The parent of child registered for care with Lake Macquarie Family Day Care and includes: (a) guardian of the child, and (b) a person who has the custody of the child
Service	an education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
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: Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations 2011

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	07/03/2006	J. Wade	Reference to Family Day Care and Home Based Care Regulations 1996 removed, updated reference to Child Care Services Handbook, update attachments
3	11/11/2008	J Wade	Updated attachments and references, include requirement for parent to provide documentation to support request for 24hour care
5	11/02/2011	J Morgan	Updated reference carer to educator
6	1/12/2011	S. Vickers	Updated reference of childcare to education and care, Children's Services Regulation 2004 and Amendment 2010 to The National Quality Framework, Work Health & Safety, updated definition of Authorised Supervisor
7	29/10/2014	J Morgan	Updated references to include Department of Education, relevant forms, reasons for approving 24 hour care and purpose and scope
8	10/09/17	J Morgan	No changes