

Lake Macquarie Family Day Care  
 A Quality Education & Care Option for Our Community  
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## RELIEF / EDUCATOR ASSISTANT CARE REQUEST AND PARENT CONSENT (Relief Educator / Educator Assistant care)

- Ⓢ Complete and submit to Lake Mac FDC office for confirmation PRIOR to Relief Educator / Educator Assistant care occurring, in accordance with Education and Care Services National Law 164A and Regulation 144.
- Ⓢ Service approval and consent is required PRIOR to each occasion of Relief education and care in the Primary Educator absence.
- Ⓢ Consents for transport or general assistance **MUST** be obtained at least every 12 months, **AND** when circumstances change.

**EDUCATOR NAME:**  **Date:**

**Request to engage:**  Relief Educator  Educator Assistant (including FDC staff Educator Assistant)

**for the following purpose/s** (please tick):

*Name of Educator / Educator Assistant*

**Provide relief education and care to a child in the absence of the Educator:**

On date/s	until	time	until
On date/s	until	time	until
On date/s	until	time	until
On date/s	until	time	until
On date/s	until	time	until

Educator Assistants may only provide care in the absence of the educator on ad-hoc occasions, to enable the Educator to attend an appointment (other than a regular appointment) in unforeseen or exceptional circumstances, for up to 4 hours maximum (Reg 144).

**Transport, or escort, a child in the absence of the Primary Educator, between the FDC premises/approved venue and only:**

a school; or  
 another children's service; or  
 the child's home

date  until  Address + details/description:

Transport Risk Assessment and separate Parent Authorisation **MUST** be completed and forwarded to the FDC Office PRIOR as per Excursion and Transportation requirements. **COMBINED TOTAL number of children being cared for at any one time must not exceed 7.**

**Provide general assistance to the Primary Educator while the Educator is educating and caring for children as part of the family day care service** (which may involve undertaking incidental care responsibilities under nearby supervision of the Primary Educator)

date  until

**Educator Signature**  **date**

**PARENT CONSENT (please tick boxes below to agree)**

- I understand that if I choose to not accept offer of alternate care, a charge cannot be applied when the Primary Educator is absent/unavailable to provide booked care.
- I agree that FDC Staff are authorised to provide general assistance to the educator, and care in emergency situations.
- I acknowledge that I have had opportunity to meet the Relief Educator / Educator Assistant and discuss the education and care arrangements for my child (including any applicable health care plans or transport arrangements).
- I understand that when my Primary Educator is absent, **the Relief Educator/Educator Assistant will undertake all Primary Educator responsibilities in accordance with my applicable authorisation/s** (including but not necessarily limited to applying lotions and creams, administering authorised medication, water activities, interaction with pets, excursions and transport), **unless specifically excluded below\***.
- I understand that any Child Care Subsidy (CCS) entitlements are forwarded directly to the Relief Educator by Lake Macquarie FDC for the care provided, as applicable.
- I understand that **I must pay my parent gap-fee payment amount to the Relief Educator** for any care provided by the Relief Educator as applicable in a timely manner.
- I understand that I may withdraw my consent at any time in writing.
- I consent to the provision of education and care by Relief Educator / Educator Assistant as outlined above.

**Child/ren name**  **\*Consent excludes:**

**Parent Name**  **Signature**  **Date**

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