
*Starting Your Own Family
Day Care Business
With
Ngala Family Day Care*



5 Ramshaw Place
Geraldton
Phone
(08) 9934 6565
familydaycare@ngala.com.au



Your New Career?

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Introduction

If you **are interested in operating a childcare business** from home, with resources, support and training through partnership with a local service, Ngala Family Day Care may be the career you're looking for.

Family Day Care Educators known as 'educators' work with small groups of children (usually four under school age) between the ages of birth and 12 years of age. They plan for each day with the individual needs and preferences of the children in mind -- creating experiences that help them to grow and learn through play in a secure, family-friendly home environment (may be offered in an approved venue under certain conditions).

If you are a person who is energetic, reliable and capable, and who enjoys the company of children, your own and others, this may be the opportunity you've been looking for.

Opening your home to families and children takes a special kind of person --- someone able to adapt to different people, cultures and lifestyles. You will also need the support of your own family, as home-based childcare will have an impact on their lives as well.

Good organisational skills and ability to plan and manage your time will be an asset in your new business. You will also need a Working with Children Check and Police Clearance (as will anyone over the age of 18 residing in your household).

When you start caring for children, you must hold a current public liability insurance policy to cover your business. You may also be required to apply for Town Planning approval and Food Safe Registration (please check with your local Shire/Council).

Be assured that we help you to meet these setup requirements, as we have done for scores of Educators in the past.

Ideally, you will have some experience caring for children. We welcome Educators with existing early childhood qualifications, such as a Certificate III in Children's Services or above, and those who are willing to undertake study. Ngala Family Day Care will also provide full induction training, as well as additional opportunities for training and professional development. You will also need to hold a current Food Safe, First Aid Certificate as well as an Approved Anaphylaxis and Asthma Certificates.

If you are looking to return to work, or to change direction in your working life, Family Day Care represents a unique opportunity to work from home, to build a successful business, and to earn a very good, even outstanding income.

If this sounds like something you'd be interested in then **we'd love to hear from you!**

Read on for more information about what you need to know to set up and get started.

Then: **call our Ngala Office on (08) 9934 6565** and we will be happy to explore with you the specific_details of how and when you can get started.



Why work in family day care?

As an educator with family day care, you will be part of an established childcare service of over 340 schemes and 12,000 Educators that has been operating in Australia for over thirty years.

Ngala Family Day Care has over 40 years of experience with families and children in Geraldton, as well as the outlying regions including the Pilbara.

We are a non-profit service which **Ngala is the Approved Provider**.

You will benefit from our brand name recognition, marketing and promotional materials, customer service, and professional coordination team experienced in supporting and training you to deliver high quality childcare.

Your home-based business will deliver substantial **tax advantages** to you, and the opportunity to spend **more time with your own children**. You can choose your income level, and work hours to suit the priorities of you and your clients.

Your family day care service is part of the National Childcare Accreditation System, so the parents using your service will know that their children are receiving quality care. **Ngala Family Day Care** is part of a national network of children's services.

Because family day care is a government-approved childcare service, parents who use family day care may be eligible to receive the childcare fee subsidies available through the Australian Government.

Start- up costs

As with any small business start-up, there are number of **modest initial costs** that you will need to meet before you get started. Start up costs include: any home maintenance or changes required to meet safety standards; equipment and materials; and registration costs.

The safety and health of children is the number one priority. There are guidelines and standards in place to ensure that your home and garden are safe for children.

Potential areas that might need attention include:

- Safe fencing and gates (check service requirements)
- Safety glass to windows below 1000 mm (not including glass sliding doors)
- Child-proof locks on cupboards

To fully equip your service, you will need age-appropriate toys, books, craft materials and equipment such as bedding and furniture. Ngala Family Day Care provides you with access to a superb toy collection, and a book library, supported by an online reservation system for both to equip you with these resources especially when you are a new Educator just starting up.

If you plan to transport the children in your car, you will also need the appropriate car restraints checks on your harnesses and booster seats. You will also need to ensure that your vehicle is well maintained.

Your home will be safety checked by a Ngala Co-ordination Team Member before you can open your business.

Other approximate business start-up costs include:

- Public Liability Insurance (available from Family Day Care Australia from \$560 per year, with various payment plans)
- National Police Clearance for all residents over the age of 18 (around \$60 each)
- Working with Children Card (around \$84)
- Town Planning Approval (around \$250 if relevant)
- Food Registration (around \$150.00 if relevant)
- Business Vehicle Registration (see Department of Transport)
- Educator Registration Fee (around \$95)
- Induction Training (up to \$250)
- Scheme Membership (discuss with Manager the amount per year)
- First Aid Certificate HLTAID 004 (inclusive of Asthma and Anaphylaxis) (around \$200)

or

- First Aid HLTAID003 (approx.\$200) plus Asthma Training (around \$100) plus Anaphylaxis Training.

Your income

As a Family Day Care provider in Western Australia, you become a self-employed small business operator.

As a small business operator, you should set your fees according to the income you need to cover costs and to make a viable income, while remaining affordable when compared to other forms of child care in your area.

Ngala Family Day Care gives you information to help you set your fees for service in your local area.

As a rough guide, caring for four full-time pre-school age children 40 hours per week may provide a gross income of around \$80,000- \$95,000 per annum. Educator businesses operating longer hours, or who include weekend and evenings, often gross much higher incomes.

Your **childcare business expenses are tax deductible**, so it is essential to keep good records. You can also claim a proportion of costs that are used both in your family day care business and in your private life, eg electricity, and cleaning products. Comprehensive tax information and a full list of deductions can be found on the [Australian Taxation Office](#) web site.

Many of your clients will be eligible for Child Care Subsidy (CCS). Generally the service will pay you the CCS on behalf of the parent, and the parent will pay you the difference between the CCS and the full fee.

Your childcare business expenses are tax deductible, so it is essential to keep good records. You can also claim a proportion of costs that are used both in your family day care business and in your private life, eg electricity, and cleaning products.

Comprehensive tax information and a full list of deductions can be found on the [Australian Taxation Office](#) web site.

Enrolling children to fill vacancies

Promotion and marketing to families is usually done in partnership between educators and Ngala. We will usually field enquiries about family day care and will match families with educators; families are often then referred to you for an interview.





Paperwork

A certain amount of paperwork is required in every business, and family day care is no exception. We will help you with this side of your new business, but typical paperwork will include:

- Timesheets for each child in care; these are sent to the Ngala Family Day Care office for processing of CCS payments, currently on a fortnightly basis.
- Enrolment forms for each child in care.
- Risk Assessments on all excursions
- Daily/weekly plans that include age-appropriate experiences for each child
- Written observations for each child
- Weekly Menus
- Incident records for insurance and child protection purposes
- Income and expense records
- Welcome information for new parents

In the 21st Century, having a PC to help run your business is a must. In addition to having basic business software, e-mail messaging facilitates communication with the Co-ordination Unit and other educators, and helps to limit your administrative expenses.

You will also need to keep your finances in order. You are going to need an Australian Business Number (ABN) and you may claim GST. You may also wish to purchase software that can calculate your Business Activity Statements.

What do we expect from you?

Every family day care service in Australia is unique because of the local area in which they operate and the diversity of families in those communities. Our Ngala Family Day Care Service is also unique and there is no such thing as a 'one size fits all' Educator. However Educators would be required to have the follow skills and knowledge.

Qualifications/Experience

The educator needs to have had practical hands on experience and/or relevant training leading to min of Cert 3 in the education and care of children. Communication (including Functional English¹) and comprehension skills along with some sound organisational skills are also required.

¹ *Functional English is defined as English that is good enough to successfully handle a variety of everyday situations. In other words, the person can function in an English environment in all aspects of language: speaking, listening, writing, and reading.*



Skills & Knowledge

- ▣ Knowledge of what constitutes quality child care.
- ▣ Able to establish a good rapport with children 0-13 years
- ▣ Able to plan and provide play-based learning experiences for children in care.
- ▣ Knowledge of good nutrition, health, hygiene and safety.
- ▣ Able to provide a safe environment that protects children from the risk of abuse.
- ▣ Awareness of the varying needs and values of parents and children as well as an appreciation of cultural differences.
- ▣ Able to work co-operatively and positively within the family day care service.
- ▣ Willingness to learn effective child care practices
- ▣ Good interpersonal skills including communication and conflict resolution.
- ▣ Knowledge of basic bookkeeping requirements.
- ▣ Demonstrated ability to communicate effectively with children and adults.
- ▣ Awareness of the importance of professional development and continuous improvements.
- ▣ Professional presentation (including dress and manner)

Child Care Physical Environment

To meet the quality indicators of the National Quality Standards, it is essential that Educators offer a professional, safe and hygienic childcare environment. Educators must demonstrate that they will meet the following:

- ▣ Present a professional environment
- ▣ Ensure that a safe environment is provided at all times.
- ▣ Maintain a hygienic environment at all times.
- ▣ Ensure all areas in the care environment are inclusive
- ▣ Use an environmentally responsible approach to support children's learning.
- ▣ Provide equipment that is fit for its purpose
- ▣ Designed to promote a natural environment

What will Ngala provide for your Service?

- ▣ Assistance through the Registration Process
- ▣ Support and guidance through the Quality Assurance Process.
- ▣ Regular monitoring and support visits.
- ▣ Individual support (face to face, telephone contact or email).
- ▣ Availability of staff at the co-ordination unit office (and outside working hours for emergencies).
- ▣ Professional advice on children's developmental and behavioural guidance and practical assistance if necessary.
- ▣ Referral of children for placement.
- ▣ Benefit from our brand name recognition, marketing and promotional materials.
- ▣ Advice and support in everyday bookkeeping, record keeping, administration and fee calculations.
- ▣ Facilitation of communication between educator and parents if needed.
- ▣ Play Sessions organised and conducted by trained play leader (Geraldton only).
- ▣ Resource library for educators self and professional development and to support the provision of quality care.
- ▣ Toy library for children's development.
- ▣ Regular information on issues relating to childcare.
- ▣ Support for children with special needs.
- ▣ Referrals to other services as required.
- ▣ Regular newsletters.
- ▣ Professional development workshops.
- ▣ Social activities.

Next steps

If you are interested in finding out more about family day care, the next step is to **contact the Ngala Family Day Care office** in Geraldton. Your call will be answered by the Manager or Staff Member trained to walk you through the first steps to setting up your family day care business.

We will then be able to provide you with to access the following documents/Information:

- Early Years Learning Framework
- My Time Our Place
- Education and Care Services National Regulations (WA) 2012
- Education and Care Services National Law (WA) Act 2011
- Bright Star Family Day Care Policies
- National Quality Framework Resource Kit
- ACECQA Resources and Information
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Call Ngala Family Day Care NOW
on (08) 9934 6565 *and start building a rewarding career and a substantial income as a Family Day Care Educator.*

We hope to welcome you aboard!

