

Family Day Care Service

Children's Services Act 1996, Children's Services Regulations 2009

About this application

- This form should be used to apply for a Family Day Care Service Licence.
- If you intend to operate any other type of children's service, separate application forms apply. Different application forms for other types of services and an integrated service where one licensee is operating 2 or more types of children's services at one premises are available at www.education.vic.gov.au.

Documents you must provide with this application

- If within the last 5 years any of the following persons have not previously been approved as fit and proper by the Secretary or Delegate of the Department of Education and Early Childhood Development (the Department), a completed *Determination of Fit and Proper Person* form for:
 - An individual applicant;
 - All directors or officers of a body corporate (company, incorporated association, cooperative, partnership, corporation) who will or may exercise management or control over the family day care service;
 - Any other person who is a primary or approved nominee who will manage or control the family day care service in the licensee's absence.
- If a company, a full ASIC company extract, not more than 6 months old, showing the company's status, address of principal place of business and director and company officers.
- If an incorporated association or a cooperative, a copy of the certificate of incorporation or certificate of registration.
- If a partnership, the deed of partnership.
- If a corporation, a copy of the reporting structure.

Further information

- Further information about operating a family day care service is available at www.education.vic.gov.au or by contacting your local Regional Office and asking to speak with a Children's Service Adviser. Contact details for Regional Offices can be found at www.education.vic.gov.au.

Licence period

1. What licence period are you applying for?

1 year 3 years 5 years

Applicant's details

2. What type of applicant are you?

Individual → Go to question 3.
Company → Go to question 5.
Incorporated association → Go to question 5.
Cooperative → Go to question 5.
Partnership → Go to question 5.
Corporation → Go to question 5.

Individual applicant

3. What is your full name and contact details?

Title (Mr, Mrs etc)	Family name	Given names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of birth	Daytime telephone number	After hours emergency contact number	Fax number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	ABN (if applicable)		
<input type="text"/>	<input type="text"/>		
Postal address			
Building name (if applicable)			
<input type="text"/>			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. You will be the contact person for this application and operation of the family day care service. If you are unavailable, would you like to nominate an alternative contact person?

No → Now go to question 8.
Yes → Provide details of the contact person below

Title (Mr, Mrs etc)	Family name	Given names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Daytime telephone number	After hours emergency contact number	Fax number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			
Postal address			
Same as postal address in question 3 <input type="checkbox"/>			
or different postal address nominated below			
Building name (if applicable)			
<input type="text"/>			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Now go to question 8.

Body corporate applicant (company, incorporated association, cooperative, partnership, corporation)

5. Full name of company, incorporated association, cooperative, partnership or corporation

ACN (if applicable)

ABN (if applicable)

Postal address

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

6. Who is the representative of the body corporate? This is the person the body corporate appoints in relation to this application and the operation of the family day care service. This person will be the main point of contact for the Department and others in dealing with the licensee.

Title (Mr, Mrs, etc)

Family Name

Given names

Daytime telephone number

After hours emergency contact number

Fax number

Email address

Representative's postal address Same as postal address in question 5 or different postal address nominated below

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

If the representative is unavailable, who is an alternative contact person?

Title (Mr, Mrs, etc)

Family Name

Given names

Daytime telephone number

After hours emergency contact number

Fax number

Email address

7. Provide details of the directors or officers of the body corporate who will or may exercise management or control over the operation of the family day care service (must be at least one director/officer). These persons must be approved as fit and proper by the Secretary or Delegate of the Department. Also list those directors and officers who will not exercise management or control over the operation of the family day care service. If more than 8 directors/officers, photocopy this page as needed or attach separate lists titled 'Directors/Officers in Management or Control' and 'Directors/Officers Not Exercising Management or Control'.

Directors/Officers who will or may exercise management or control over the operation of the family day care service

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Directors/Officers who will not exercise management or control over the operation of the family day care service

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Day Care service details (to be completed by all applicants)

8. Name of family day care service

9. Address of family day care service (P.O. boxes cannot be accepted)

Building name (if applicable)

Unit, floor, street number and street name

Suburb/Town

State

Postcode

Daytime telephone number

Fax number

Email address

Postal address Same as postal address in question 3 Same as postal address in question 5
or different postal address specified below

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

10. In which Local Government Area is the service located? (eg Port Phillip, Swan Hill)

Management and control of the family day care service (to be completed by all applicants)

11. When the licensee (individual licensee or managing body corporate directors or officers) are not present at the premises, you must provide details of all other persons who will or may manage or control the family day care service in the licensee's absence. These persons are your nominees. There are three types of nominees:

Primary Nominee. The person who will have primary responsibility for managing or controlling the family day care service in the licensee's absence. This person must be approved as a fit and proper person by the Secretary or Delegate of the Department.

Approved Nominees. Persons who will or may manage or control the service on a regular or scheduled basis. These persons must be approved as fit and proper persons by the Secretary or Delegate of the Department.

Accepted nominees. Persons who will or may manage or control the service on a short-term or irregular basis. These persons do not need to be approved by the Secretary or Delegate of the Department but the licensee must ensure they are fit and proper to manage or control a family day care service.

If you need additional space to list all nominees, photocopy this page as needed or attach a separate list titled 'Nominees' with the details below and specify which type of nominee each person is.

Primary Nominee

Provide the name of the primary nominee

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved Nominees

Provide the names of all other persons who will or may manage or control the service on a regular/scheduled basis

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accepted Nominees

Provide the names of all other persons who will or may manage or control the service on a short-term/irregular basis

Title	Family Name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Day Carer details (to be completed by all applicants)

12. Provide the details of all family day carers engaged or registered with the family day care service. If more than 3 family day carers, photocopy this page as needed or attach a separate list titled 'Family Day Carers' with the details listed below.

Family Day Carer

Title Family Name Given names Date of birth

Contact telephone number Email address (if available)

Address of the premises where this family day carer will be providing care or education to children
 Unit, floor, street number and street name Suburb/Town State Postcode

Local Government Area (eg Port Phillip, Swan Hill) Is this the carer's primary residence?
 No Yes

What days and hours will this family day carer provide care or educate children? For each day, list the hours of service.

Mon	Tues	Wed	Thu	Fri	Sat	Sun
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Day Carer

Title Family Name Given names Date of birth

Contact telephone number Email address (if available)

Address of the premises where this family day carer will be providing care or education to children
 Unit, floor, street number and street name Suburb/Town State Postcode

Local Government Area (eg Port Phillip, Swan Hill) Is this the carer's primary residence?
 No Yes

What days and hours will this family day carer provide care or educate children? For each day, list the hours of service.

Mon	Tues	Wed	Thu	Fri	Sat	Sun
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Day Carer

Title Family Name Given names Date of birth

Contact telephone number Email address (if available)

Address of the premises where this family day carer will be providing care or education to children
 Unit, floor, street number and street name Suburb/Town State Postcode

Local Government Area (eg Port Phillip, Swan Hill) Is this the carer's primary residence?
 No Yes

What days and hours will this family day carer provide care or educate children? For each day, list the hours of service.

Mon	Tues	Wed	Thu	Fri	Sat	Sun
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Day Carer approvals, supervision and training (to be completed by all applicants)

13. What processes are you proposing to use to.....

Approve a family day carer?

Approve a family day carer's primary residence or assess a family day care venue?

Monitor and supervise the family day carers?

Provide training and information to the family day carers?

Family Day Care venues (to be completed by all applicants)

14. Is the family day care service operating, or proposing to operate, from any family day care venues (any premises other than a family day carer's residence)?

No → Go to question 15.

Yes → Why are these family day care venues needed?

Educational or recreational programs (to be completed by all applicants)

15. Outline of the educational or recreational programs that will be provided for the children

Correspondence (to be completed by all applicants)

16. Where would you like correspondence to be posted to regarding this application and ongoing licence requirements? (choose all that apply)

Applicant's/Licensee's postal address Body corporate representative's postal address
 The family day care service's address

Declaration and signature (to be completed by all applicants)

17. I declare that:

- the information in this application and any attachments are true and correct;
- each family day carer engaged or registered with the service has been approved in accordance with the process outlined in this application;
- each primary residence and family day care venue where care or education is being provided by a family day carer has been approved in accordance with the process outlined in this application;
- the family day care service has put in place an anaphylaxis management policy in accordance with the *Children's Services Regulations 2009* and has trained its family day carers in accordance with that policy;
- any and each family day care venue is safe and suitable for providing care or education for children;
- all persons who will or may exercise management or control over the family day care service have been listed in this application;
- that the primary nominee and all approved nominees who will manage or control the family day care service in the licensee's absence have either been previously approved as fit and proper by the Secretary or Delegate of the Department within the last 5 years or the required fit and proper documentation has been provided with this application;
- all nominees who will or may manage or control the family day care service in the absence of the licensee are fit and proper persons in accordance with the *Children's Services Act 1996* and the *Children's Services Regulations 2009*;
- I have assessed all accepted nominees as fit and proper in accordance with the *Children's Services Act 1996* and the *Children's Services Regulations 2009*, including reviewing:
 - a current assessment notice (Working With Children Check) or a certificate of registration as a teacher (Victorian Institute of Teaching registration);
 - relevant qualifications or certificates of completed training;
 - any mental or physical condition that may impair their ability to operate or exercise management or control over a family day care service; and
 - information from at least 2 referees provided by the person to attest to their integrity, good character and repute;
- if a body corporate applicant, the representative named in this application is properly appointed by the body corporate as its representative for the family day care service;
- if a body corporate applicant, the body corporate has sufficient finances to operate the family day care service and meet its debts and this application is signed in accordance with the rules governing the body corporate legal entity.

Who must sign:

Individuals: The individual applicant.

Company: Two directors of the company, or a director and company secretary, or if sole proprietor the sole director.

Incorporated association: The Public Officer and one other member of the management committee.

Cooperative: Two directors of the cooperative, or a director and one other officer of the cooperative.

Partnership: A managing partner who is authorised to sign on behalf of the partnership. This signature binds all partners.

Corporation: Signed in accordance with rules of the corporation.

Signature

X

Printed name

Position (if body corporate)

Date

Signature

X

Printed name

Position (if body corporate)

Date

Document checklist

You must provide the following documents as part of your application.

For individual applicants:

If within the last 5 years not previously approved as a fit and proper person by the Secretary or Delegate of the Department:

- A completed *Determination of Fit and Proper Person* form for yourself.
- A completed *Determination of Fit and Proper Person* form for the primary nominee and all approved nominees listed in question 11. You do not need to include this form for Accepted Nominees.

For body corporate applicants:

- If a company, a full ASIC company extract, not more than 6 months old, showing the company's status, address of principal place of business and director and company officers.
- If an incorporated association or cooperative, a copy of the certificate of incorporation or certificate of registration.
- If a partnership, the deed of partnership.
- If a corporation, a copy of the reporting structure.

If within the last 5 years not previously approved as a fit and proper person by the Secretary or Delegate of the Department:

- A completed *Determination of Fit and Proper Person* form for all directors or officers of the body corporate who will or may exercise management or control over the family day care service.
- A completed *Determination of Fit and Proper Person* form for any primary nominee and all approved nominees listed in question 11. You do not need to include this form for Accepted Nominees.

What to do next

Attach documents

- Make sure you have attached all relevant documents specified in the document checklist or your application will be delayed.

Pay the application fee

- The application fee must be paid at the time of application. There is no GST payable on any fee.
- The application fee amount depends on the number of carers registered or engaged by the family day care service and the licence period. Fee amounts are listed in the fees sheet at www.education.vic.gov.au or may be obtained by calling your local Regional Office.

How to pay

- By cheque made payable to 'Department of Education and Early Childhood Development'.

Lodge your application

- By posting to or in person at your local Regional Office. Address details for Regional Offices can be found at www.education.vic.gov.au.

What happens then

- You will receive an acknowledgement that your application has been received. You may need to provide further information.
- A Children's Services Adviser will contact you to arrange an onsite inspection of the family day care service.
- After the inspection is complete, you will be notified of the decision.
- If any change occurs in the information you have provided in your application, you must notify your Regional Office as soon as possible.