

every opportunity

# 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 <u>www.education.vic.gov.au</u>.

# 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:
  - o 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 <u>www.education.vic.gov.au</u> 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 <u>www.education.vic.gov.au</u>.



# Licence period

1.	What licence	e period are yo	ou applying for?
	1 year 🗌	3 years	5 years

5 years

# Applicant's details

#### What type of applicant are you? 2.

Individual	Go to question <b>3</b> .
Company	Go to question 5.
Incorporated association $\square \rightarrow$	Go to question 5.
Cooperative	Go to question 5.
Partnership	Go to question 5.
Corporation $\rightarrow$	Go to question 5.

# Individual applicant

#### 3. What is your full name and contact details?

Title (Mr, Mrs etc)	Family name	Given names		
Date of birth	Daytime telephone number	After hours emergency contact number	Fax numb	ber
Email address		ABN (if applicable)	1	
Postal address				
Building name (if ap	plicable)			
Unit, floor, street nu	mber and street name or PO box	Suburb/Town	State	Postcode

# 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? 4.

	o question <b>8.</b> etails of the cor	tact person below				
Title (Mr, Mrs etc)	Family name		Given names			
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Email address						
Postal address						
Same as postal addres	ss in question 3					
or different postal addr	ress nominated	below				
Building name (if appli	cable)					
Unit, floor, street numb	per and street n	ame or PO box	Suburb/Town		State	Postcode

Now go to question 8.

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

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

Address of family day care service (P.O. boxes car	nnot be accepted)		
Building name (if applicable)			
Unit, floor, street number and street name	Suburb/Town	State	Postco
		VIC	
Daytime telephone number Fax number	Email address		
Postal address Same as postal address in questior or different postal address specified below	n <b>3</b> Same as postal address	in question <b>5</b>	
Building name (if applicable)			
Unit, floor, street number and street name or PO box	Suburb/Town	State	Postcoo

# 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
			<b></b>

# **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 b

	guian scheduled basis
iven names	Date of birth

#### **Accepted Nominees**

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

nue	Given names	Date of birth

# 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 Care	r							
	amily Name			Given name	es			Date of birth
Contact telephone number				Email addre	ess (if available)			
-	emises where this		ill be			children		
Unit, floor, street	number and street	name		Suburb/Tow	/n		State	Postcode
Local Governmer	nt Area (eg Port Ph	illip, Swan Hill)			arer's primary resi	dence?		
				No 🔄	Yes			
What days and he	ours will this family	day carer provide	care	or educate c	hildren? For each	day, list t	he hours	of service.
Mon	Tues	Wed		Thu	Fri	S	Sat	Sun
Family Day Care	r							
Title F	amily Name			Given name	es			Date of birth
Contact telephone	e number			Email addre	ess (if available)			
	emises where this		ill be			children		
Unit, floor, street	number and street	name		Suburb/Tow	/n		State	Postcode
Local Governmer	nt Area (eg Port Ph	illip, Swan Hill)			arer's primary resi	dence?		
				No 🔄	Yes			
What days and he	ours will this family	day carer provide	care	or educate c	hildren? For each	day, list t	he hours	of service.
Mon	Tues	Wed		Thu	Fri	5	Sat	Sun
Family Day Care	r							
Title F	amily Name			Given name	es			Date of birth
Contact telephone number				Email address (if available)				
Address of the pro-	emises where this	family day carer w	ill be	providing car	e or education to	children		
Unit, floor, street	number and street	name		Suburb/Tow	/n		State	Postcode
Local Governmer	nt Area (eg Port Ph	illip, Swan Hill)			arer's primary resi	dence?		
				No 🔄	Yes			
What days and he	ours will this family	day carer provide	care	or educate c	hildren? For each	day, list t	he hours	of service.
Mon	Tues	Wed		Thu	Fri	S	Sat	Sun

# 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  $\square \rightarrow$  Go to question **15**.

Yes  $\square \rightarrow$  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

The family day care service's address

Body corporate representative's postal 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	Printed name	Position (if body corporate)	Date
X			
Signature	Printed name	Position (if body corporate)	Date
X			

# **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 <u>www.education.vic.gov.au</u> 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 <u>www.education.vic.gov.au</u>.

# 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.