



17 Brunswick Street
Ballina NSW 2478

Phone: 02 6686 7799
Fax: 02 6686 4093

admin@fdcballinabyron.com.au
www.fdcballinabyron.com.au

ABN: 85 676 459 681

OVERNIGHT / EVENING / WEEKEND / 24 HR CARE ARRANGEMENT FOR CHILDREN

(One form must be completed and submitted to Co-ordination Unit for each family on every occasion)

Educators Name..... Date.....

Child name(s).....

Sleeping arrangements.....

Names of people sleeping in the home each night.....

Names of overnight visitors. (Parents need to be informed of who is staying)

Example of Overnight Schedule including bedtime routine for bathing, toileting, dental care, meals. Appropriate activities for establishing security and usual bedtime experiences.

6.00pm.....

6.30pm.....

7.00pm.....

7.30pm.....

8.00pm.....

8.30pm.....

9.00pm.....

REGULATIONS

As per Children’s Services Regulations 2004

Part 3, Clause 36, Sleeping Facilities

- (1) The premises of a children’s service must have an adequate number of cots, beds, stretchers or sleeping mats (together with waterproof covers) or other culturally appropriate forms of bedding for all children who sleep while at the premises.
- (2) For the purposes of subclause (1), the ages of the children at the service, the program of activities of the service and the hours of operation of the service are to be taken into account when determining adequate sleeping facilities.
- (3) Provision must be made at the premises of a children’s service to ensure that:
 - (a) Mattresses and other bedding are clean and comfortable, and
 - (b) Bed clothing is appropriate to the climate, and
 - (c) All bed clothing is kept clean and in good repair, and
 - (d) there is individual bed linen and blankets for each child, and
 - (e) children do not share the same bed at the same time, and
 - (f) bed linen used by one child is washed before it is used by another child, and
 - (g) no child who is of or above 7 years of age sleeps in the same room as another child of the opposite sex who is not a relative, and
 - (h) no child who is of or above 2 years, and (except with the written consent of a parent of the child) no child who is under the age of 2 years, sleeps in a room which an adult is sleeping.
- (4) Cots, beds, stretchers, mattresses and other bedding used at the premises of a children’s service must be arranged so as:
 - a) to be in an area that has natural light, and
 - b) to allow easy exit of any child, and
 - c) to allow easy access to any child, and
 - d) to reduce the risk of cross infection between children
- (5) A sleeping area for children must be designed to ensure that all children in the area are readily accessible to staff of the service, or the family day educator or home based licensee.
- (6) Cots must comply with the requirements of Australian/New Zealand Standard AS/NZS 2171-1995 *Cots for household use – Safety requirements*, as published on 5th April 1995.

Educator’s Signature Date.....

Parent’s Signature Date.....

Managers Signature..... Date

‘This information is being collected with the principles of the Privacy and Personal Information Protection Act 1998 and accordingly will only be used for the purpose of which it is being collected.’

HOUSE PLAN

(Show rooms in house and clearly indicate where DAY CARE CHILDREN, your own CHILD/REN, where EDUCATOR and ALL ADULTS will be sleeping)