



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

### **BBFDC checklist for Relief Care Application**

**Checklist to be completed by Primary Educator before submitting package for approval two weeks prior to care commencing.**

- The Relief Care Package (BBFDC Checklist for Relief Care, Attachments 1,2,3, & Checklist for Children’s Relief Care Paperwork) to be completed in full by all families and the Primary Educator in consultation with the Relief Educator.
- A copy of the Relief Educators current Insurance policy is attached to package.
- Registration Certificate for Relief Educator, Qualification, Signed Code of Ethics & First Aid/Asthma/Anaphylaxis to be displayed in service in appropriate viewing position, at all times whilst Relief Care is being provided.
- Parent Educator Agreement to be signed by families who wish to use Relief Care with the Relief Educator.
- Arrival and departure procedures, general risk assessments, pet awareness, sunscreen /Insect and water play forms have been completed for all families.
- Excursion and Risk Assessment’s to be on a case by case basis. Please discuss prior with your coordinator.
- The Relief educator must have access in the registered area to enrolment forms of all children in care.
- Are there any children in your service with Medial Action Plans, Risk Minimisation Plans or Court Orders? The Relief Educator must be made aware of these and the procedures and practices surrounding them.
- Copies of the Relief Educators First Aid, Asthma and Anaphylaxis and CPR Certificates are up to date in Educators office file.
- WWCC and Police checks must be up to date and copies held in Educators office file.
- Relief Educator is subscribed to Harmony to allow for children to be assigned to Relief Educator and visible on their dashboard.
- Relief Educator has completed/attended mandatory and non mandatory training as per scheme policy.

Primary Educator name .....Primary Educator signature.....

Date.....

**OFFICE USE; COMPLETION DATE.....**



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**Attachment 1 – One Form Per Child**

**PARENT CONSENT TO RELIEF CARE**

I, ..... am aware of the intention  
(parent's name – please print)

of my primary educator to engage .....  
(name of relief educator)

as a relief educator for my child .....  
(child's name – please print)

for the period commencing ..... until .....

on days (pls tick): Monday  Tuesday  Wednesday  Thursday  Friday

I acknowledge that I have had opportunity to meet with the relief educator and discuss the relief care arrangements, and I consent to the provision of relief care as noted above.

I understand that the relief educator will inform me of any changes to these arrangements before the changes occur and that I may withdraw my consent at any time in writing.

I confirm that I have received a copy of the relief educator's fee schedule and conditions.

Signed: ..... (parent / guardian)

Date: .....

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## Attachment 2 PRIMARY EDUCATOR RELIEF CARE APPLICATION

I, ..... of .....  
(Educator's name) (Educator's address)

apply to participate in the Scheme's relief care program and agree to the following:

1. I will negotiate all bookings and payment arrangements directly with the relief educator and will not involve the Scheme in any disputes that may arise in this regard between the relief educator and me.
2. I am aware I am responsible for maintaining suitable Work Cover Insurance for relief educators on my premises, and confirm I have discussed my obligations with my insurer and have arranged such insurance if required.
3. I will deliver to the Scheme office a Relief Care Notification form, signed by me, and a signed consent form from a parent of each child in care during the relief care period, prior to each occasion of relief care.
4. I will ensure the relief care period does not at any time, extend past the times noted on the Relief Care Notification.
5. I will ensure the relief educator completed an orientation of my care premises before relief care starts, including:
  - Familiarization of the indoor and outdoor care area, storage areas, care equipment, supplies and utensils, entry/exit doors and location of locks and keys to same;
  - Location and operation of fire safety equipment and evacuation drill;
  - Location of first aid, cleaning products and utensils and keys (if required) to access;
  - Location of emergency contact numbers and operation of telephone or other communication systems;
  - Names, ages, developmental and medical information, and name of person authorized to collect each child in care during the relief care period;
  - Telephone contact details for parents and emergency contacts of each child in care during the care period;
  - The location and/or name of specific attachment objects (e.g. comfort toys or blankets) or other items for each child in care during the relief care period and any behavioral issues under review.
  - The children's normal routine and program of activities
  - Opportunity to meet with other adults who may be present at the care premises during the relief care period.
6. I will ensure all areas of my care premises meet the Scheme's safety Requirements at the commencements of the relief care period and before resuming care at the conclusion of the relief care period.
7. I will address any concern arising out of care provided during the relief care period in accordance with the Scheme's Complaint Handling Procedure.

.....  
Educator's Signature

.....  
Manager Signature

.....  
Date

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**Attachment 3 - One Form Per Relief Educator**

**PRIMARY EDUCATOR RELIEF CARE NOTIFICATION**

I,..... notify Ballina Byron Family Day Care  
(Name of primary educator)

that ..... will operate as relief educator from my  
(Name of relief educator)

registered care premises for the period commencing ..... until .....

on days (pls tick): Monday  Tuesday  Wednesday  Thursday  Friday

Signed:.....(Primary Educator)

Dated:.....

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**OFFICE USE: c.c Co-ord x3 (Co-ord/Prim Educ/Relief Educ) ..... Date: .....**





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### **RELIEF CARE CHECKLIST FOR EDUCATOR.**

This checklist to be used by Family Day Care Educators when using a Relief Educator.

Attendance record	
Broom / dustpan	
Children introduced to relief educator	
Children's bottles (labelled)	
Children's files	
Children's food	
Clean up checklist	
Cleaning products	
Daily routine	
Emergency evacuation plan shown	
Emergency numbers	
Fire blanket	
Fire extinguisher	
Fire whistle/bell	
First aid kit	
Handover procedure explained – drop off & pick up time for children	
Incident/injury/trauma/illness register	
Information on children's needs (food, medicine, allergies, behaviour issues)	
Key to front door – security explained	
Other craft supplies	
Parent's phone numbers	
Program	
Registered areas explained	
Relief Care Permission Notes	
Routine explained	
Safety audit	
Scissors	
Sleep chart	
Spare gloves	
Spare hand soap	
Spare nappies & clothes	
Spare paper	
Spare paper towels	
Spare tissues	
Spare wipes	
Vacuum	
Visitor's sign in register	



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### CHECKLIST FOR CHILDREN'S RELIEF CARE PAPERWORK

Primary Educator: .....

Relief Educator: .....

From: ..... to .....

√ - Tick off when paperwork has been signed off by Parent/Guardian

N/A - If not applicable

Child's Full Name	Parent Educator Agreement (Contract)	Parent Consent To Relief Care	Sunscreen Insect Water Play Permission	Awareness of Pets Form	Excursion Permission	Risk Minimisation & Communication Form

Completed by Educators Name:..... Signature:..... Date:.....

3 COPIES RETURNED via THE CO-ORD (CO-ORD/EDUC/RELIEF COPY) OFFICE USE ONLY: COPIED BY (INITIAL) ..... Date:.....