



TO: Co-Ordination Unit

RE: Educator Assistant Status

I have received
(Parent Name)

notification that 1st Assistant Name:

2ND Assistant name:.....

has undertaken an Educator Assistant interview by the Coordination Unit and has successfully met the following criteria:

1. Holds a current Working with Children's check.
2. Has a current Apply First Aid Certificate and CPR.
3. Has undertaken Anaphylaxis and Asthma training.
4. Signed and agree to abide by the Code of Conduct and/
Educator Agreement.
5. Is covered by Public Liability insurance with Family Day Care Australia as an
Educator assistant.
6. Has provided a copy of their motor vehicle Driver's License.
7. Advised all parents of children in care with the Primary Educator

I agree to providing relief care for
our child/ren. I am aware that if I have any concerns the Co-ordination Unit can
be contacted, and direction will be sought.



.....(parent/guardian signature)

Date:/...../.....

OFFICE USE ONLY:

Name of Staff Receiving:..... Signature:.....

Information sourced from

Kid zone FDC policies and Procedures.

The Education and Care National Regulations and The National LAW



PLEASE ASK YOUR EDUCATOR IF SHE HAS AN ASSISTANT BEFORE COMPLETING

☐ **NO ASSISTANT** GO TO → PARENT AGREEMENT

ASSISTANT NOTIFICATION CONSENT FORM

Dear Parent/Guardians

RE: EDUCATOR ASSISTANT NOTIFICATION TO PARENT/GUARDIANS

This is to notify that has 1st Assistant Name:

2ND Assistant name:

Has been approved as an educator's assistant for your child/ren
..... (Child's name) in the event where the primary
educator..... (Educator's Name) is not available to provide care for up to 4
hours.

An Educator Assistant is approved to provide care either in emergencies or for short periods of time, to the children in care with the Primary Educator. This care is covered under the Educators insurance and permitted under Regulation 144. Care with the Educator Assistant will at no time extend beyond four hours. The Family Day Care office must be notified at the start and end of the relief care period.

The Educator Assistant has applied for and successfully met the following criteria:

1. Holds a current Working with Children's check.
2. Has a current Apply First Aid Certificate and CPR.
3. Has undertaken Anaphylaxis and Asthma training.
4. Signed and agree to abide by the Code of Conduct and/
Educator Agreement.
5. Is covered by Public Liability insurance with Family Day Care Australia as an
Educator assistant.
6. Has provided a copy of their motor vehicle Driver's License.
7. Advised all parents of children in care with the Primary Educator

It is important that you are aware of all details regarding the care being provided to your child/ren. Please take the time to complete the attached form and return it to either your Educator or direct to the Co-ordination Unit.

Should you have any questions or concerns regarding this issue, please do not hesitate to contact the Co-ordination Unit.

Yours sincerely
Ahmed Ibrahim
Scheme Director
Kidzone Family Day Care