



FILLING GAPS

Welcome to the Autumn Edition of 'Filling Gaps'

This newsletter is a key communication tool for NSWIHCS to ensure all stakeholders are kept informed with current information.

Regards
Maria Fazio



Dear Educators and Families,

With Christmas fast approaching, NSW In-Home Care Staff are busy working to ensure that the time leading up to the Christmas holiday period is a smooth transition for families and Educators.

NSW In-Home Care Office will close at 12 midday from Thursday 22nd December 2011 and reopen on the 16th January 2012. This means that we will need all attendance records for week ending 18th December 2011 by Monday 19th December 2011 so that we can submit data to CCMS on 20th December and pay Educators on Wednesday 21st December. Attendance records received later will not be processed til the next pay period. During the closure period staff will work on selective days to process records of attendance and arrange payment of CCB, this will ensure that Educators are paid as they normally would. Please see page 2 for payment schedule. Staff will be checking the answering machine to deal with any emergencies only. For all other queries please see your In-Home Child Care Service Provider for assistance.

In order for staff to process all AR's during the break, we are asking that Educators :

- * Submit all Attendance Records on time for processing each week on the Monday before 4pm
- * Attendance records are completed correctly
- * Attendance records have a parent signature

We will not be processing incomplete attendance records, nor will we be contacting Educators or families during this period, so please ensure that AR's are completed correctly so that there are no problems with payments as NSW In-Home Care staff will not accept responsibility for in completed attendance records. We would appreciate your help regarding this matter

On another note, some good news is that NSWIHCS recently submitted a proposal to have funded training for IHC staff and educators across NSW and we were successful in our tender. We will be offering 'Child Protection' training in 2012 across 8 regions, which will be funded training through the PSSP calendar and run by Peak. More information will be forwarded shortly.

Maria Fazio
NSWIHCS Manager



CONTENTS

Payment Schedule	Page 2
In-Home Care Placements	Page 3
Reminders	Page 3
In-Home Care Educator Story	Page 4
Great truth's about children	Page 4



NSW FAMILY DAY CARE
ASSOCIATION INC.

Payment Schedule...

Week No	Week Ending Sunday	Attendance Record Due Date (by 4.00 PM)	NSWIHCS Process Date for Payment of CCB
** ATTENDANCE RECORDS DUE DATE CHANGED TO MONDAY DUE BY 4PM **			
38	9.10.2011	10.10.2011 Monday	14.10.2011 Friday
39	16.10.2011	17.7.2011 Monday	BLANK
40	23.10.2011	24.10.2011 Monday	28.10.2011 Friday
41	30.10.2011	31.7.2011 Monday	BLANK
42	6.11.2011	7.11.2011 Monday	11.11.2011 Friday
43	13.11.2011	14.11.2011 Monday	BLANK
44	20.11.2011	21.11.2011 Monday	25.11.2011
45	27.11.2011	28.11.2011 Monday	BLANK
46	4.12.2011	5.12.2011 Monday	9.11.2011
47	11.12.2011	12.12.2011 Monday	BLANK
48	18.12.2011 Must be forwarded to office before 4pm to be paid on Wednesday	19.12.2011 Monday	21.12.2011 Pay Wednesday due to Christmas
49	25.12.2011	26.12.2011 Monday	BLANK
50	1.1.2012	2.2012 Monday	6.1.2012
51	8.1.2012	9.1.2012 Monday	Blank
52	15.1.2012	16.1.2012 Monday	20.1.2012

In-Home Care Placements

In-Home Care places remain capped, this means services are only approved to operate to a certain limit designated by the Department of Education, Employment and Workplace Relations (DEEWR). Each place allocated by DEEWR is equivalent to 35 hours of care, NSWIHCS has the capacity to provide 13825 hours per week, 179725 hours per quarter. The hours are recorded from records of attendance per child. However there has been an announcement that more IHC placements are available and will be allocated some time early next year, this is great news for all IHC services across NSW.

The NSWIHCS continues to operate at near maximum capacity, and any enquiries for care continue to be waitlisted until further notice. NSWIHCS ask all stakeholders being Educators, Families and Registered In-Home Child Care Services Providers providing In-Home Care through NSWIHCS allocation of IHC places keep the administrative office of NSWIHCS informed particularly where care may no longer be required or the number of hours families have been accessing may reduce to enable NSWIHCS to be able to accommodate families who are currently waitlisted.

A reminder to all that In-Home Care is not available to families where mainstream child care is available for care and could accommodate families child care needs. Eligibility for In-Home Care requires six monthly review and supportive documentation be provided as evidence for eligibility and hours of IHC required.

There appears to be confusion as to how many IHC hours families can access, hours of care should be provided based on actual need and not booked based on families entitlement of CCB eligible hours.

As places become available waitlisted families will be registered following priority of access guidelines and the criteria set by DEEWR.

Reminders

- ⇒ NSW In-Home has previously mentioned in our newsletters that the Admin levy has increased from **35c to 40c** per hour per child. Yet we are still receiving attendance records that reflect the old IHC admin levy of 35c. **Please ensure that your attendance record reflect the new rate of 40c.**
- ⇒ Attendance records are to be received by each Monday of each week by 4pm. We will not be processing Attendance records that our forwarded to our office on Wednesday morning. We need to receive all attendance records by the due date.
- ⇒ Attendance records submitted late will receive a late fee of \$10.00 regardless of it being a pay week or non pay week. Processing attendance records takes time so your assistance in ensuring all attendance records are forwarded on time would be greatly appreciated.
- ⇒ All attendance records must be signed by a parent.
- ⇒ A REMINDER that it is a condition of approval and continued approval for Child Care Benefit (CCB) purposes that services must comply with Family Assistance Law.
A Key requirement under these Rules is that approved child care services keep records of attendance, including records of absences.

*Child Care Services must ensure that:

*Attendance records accurately reflect a child's attendance

*Absence days and additional absence days are clearly identifiable

*Attendance records are verified and signed by a child's parent/guardian where appropriate

*Families are not asked to sign attendance records for days when a child wouldn't normally have been in care

*Families are not asked to sign attendance records for days before a child has commenced attending care or after a child has ceased attending care.



Reflections of a new In-Home Educator

Almost all my working life of some 34 years I have worked with parents and children. The children have been of various ages: 3 months to 4 years when I was a nanny; 3 to 5 years as a Preschool Director; Kindergarten to year 6 as an OOSH worker (holiday and after school care for a short period); 17 & 18 year olds as a TVET teacher at TAFE and then with adults, teaching Child Studies at TAFE.

All the years and all the experiences have brought me to this period in time when I now have the opportunity to share some of this experience and some of this knowledge with a family who is opening my eyes to first-hand experiences of being a child and growing up in a world of hardship, uncertainty and inconsequence.

I am a new In Home Educator of a family with a mum and 4 children from East Africa. What a privilege it is to be a trusted part of this family. I am in awe of the drive and determination of this mother to educate herself so that she may succeed in a world vastly different from the one she was raised in. After 20 months of living in Australia as a refugee, she has learnt

English to such a proficient degree, that she now has her car licence, uses a computer with considerable skill, converses with anyone – either face-to-face or on the phone, interprets for other African woman at a local Support Agency and discusses with me, numerous reflections she has about her past and hopes for her future and the future of her children (However, Australian Slang, she says is like another language and very difficult to learn!).

The children I care for (and their mum) love all the activities I bring to the house. Books, paper for drawing, pasting and cutting, puzzles, play dough and everything/anything else I bring are enthusiastically examined and played with. Any cooking experiences are also a source of whole-hearted participation, the results consumed with always some left for mum to eat when she returns home. In time, mum would like to learn to cook what the children and I cook and I look forward to ensuring this happens.

Excursions enable the children to interact with different and interesting people while participating in new experiences. Visits to the Library for story time and craft, the park, playgroup and any other venue which is of interest can be good fun too.

I relish the opportunity to witness the blossoming of this family. Coffs Harbour Family Day Care is a wonderful support for me and together we can provide the means for all the family to grow. Mum and I are at the beginning of a partnership that can make a difference to us both.

Ann Carr



Great Truths That Little Children Have Learned:

- 1) No matter how hard you try, you can't baptise cats.
- 2) When your Mum is mad at your Dad, don't let her brush your hair.
- 3) If your sister hits you, don't hit her back. They always catch the second person.
- 4) Never ask your 3-year old brother to hold a tomato.
- 5) You can't trust dogs to watch your food.
- 6) Don't sneeze when someone is cutting your hair.
- 7) Never hold a Dust-Buster and a cat at the same time.
- 8) You can't hide a piece of broccoli in a glass of milk.
- 9) Don't wear polka-dot underwear under white shorts.
- 10) The best place to be when you're sad is Grandmother's lap.

