



Community Support Program

Family Day Care In Venue Care

Application Guidelines 2009–10

Foreword

The Australian Government is committed to supporting child care services to provide quality care and early learning opportunities for all children.

The Child Care Services Support Program (CCSSP) is funded by the Australian Government to support and promote access to quality child care and early learning for children, families and communities through strategies that complement the significant assistance provided to families through Child Care Benefit (CCB) and the Child Care Tax Rebate (CCTR).

The Community Support Program is a part of the CCSSP and includes a range of payments designed to deliver improved access to child care through support for establishment of new services and maintenance of services especially in areas where the market would otherwise fail to provide child care services.

As part of the Community Support Program, Family Day Care In Venue Care (FDC IVC) plays a key role in providing child care to families unable to access existing child care services. FDC funding supports and promotes a network of carers providing access to quality FDC IVC for children, families and communities.

Table of Contents

FOREWORD	2
1 ABOUT THE GUIDELINES	4
1.1 PURPOSE OF GUIDELINES	4
1.2 TARGET AUDIENCE	4
2 ABOUT FAMILY DAY CARE IN VENUE CARE	5
2.1 WHAT IS FDC IVC?	5
2.2 HOW MUST A FDC SERVICE OPERATE?.....	5
2.3 WHEN IS A FDC SERVICE ELIGIBLE TO OPERATE A FDC IVC SITE?.....	6
2.3 HOW TO APPLY TO OPERATE A FDC IVC SITE?	6
2.4 EXISTING FAMILY DAY CARE IN VENUE CARE SITES.....	6
2.5 WHAT DOES FDC IVC MEAN FOR FAMILIES?	7
3 CONTACT INFORMATION	8
4 OTHER USEFUL INFORMATION	8

1 About the Guidelines

1.1 Purpose of Guidelines

These Guidelines provide the framework for the administration, approval and application process of FDC IVC. These Guidelines must be read in conjunction with the 2009–10 Family Day Care Funding Program Guidelines and FDC Funding Agreement. FDC services can only provide FDC IVC sites once prior approval is obtained from the Department. FDC IVC is to operate as a transitional service for a period of up to twelve months.

The Guidelines include:

- ▶ An overview of FDC IVC including its purpose
- ▶ DEEWR's expectations of FDC IVC service providers and
- ▶ Other relevant information pertinent to the successful delivery of FDC IVC.

DEEWR reserves the right to amend these guidelines from time to time by whatever means it may determine in its absolute discretion. Such amendments may be necessary to reflect Australian Government priorities. DEEWR Funding Recipients are advised that any changes to the Guidelines and their subsequent effects will be advised online at www.deewr.gov.au .

1.2 Target Audience

These guidelines have been developed by the Department for prospective and current FDC IVC Service Providers.

2 About Family Day Care In Venue Care

2.1 What is FDC IVC?

Introduced in 1999, FDC IVC is a flexible form of child care which is provided by FDC carer in a venue other than the FDC carer's home or domestic premises. A suitable venue for the purposes of FDC IVC may include a primary school, preschool, community centre or health facility. FDC IVC must be administered through a FDC Scheme. Similarly to FDC, FDC IVC is coordinated, monitored and supported by an approved FDC service to ensure quality outcomes for children. FDC IVC is not permitted in all States and Territories in Australia.

2.2 How must a FDC service operate?

An approved FDC service must ensure that:

- (a) most of the children to be provided with child care will attend the service at least one day a week;
- (b) the service will operate on all normal working days in at least 48 weeks of the year;
- (c) the service will be available to provide care for any particular child for at least 8 continuous hours on each normal working day on which it operates; and
- (d) where a child attends a session of care, the service will not prevent the child from attending any part of that session.

Further legislative criteria for FDC are set out in the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2007*. This instrument is subject to change from time to time. The current version is available on www.deewr.gov.au.

It is also a condition of continued approval that FDC services undertake that they provide child care places according to the Priority of Access Guidelines. For further information on the Priority of Access Guidelines please refer to the *Child Care Service Handbook* available at DEEWR's website located at: www.deewr.gov.au.

2.3 When is a FDC service eligible to operate a FDC IVC site?

FDC IVC must be administered through a FDC Scheme. All administration requirements for IVC are included in the requirements of the sponsoring FDC Scheme.

When completing an application form to set up or continue operating a FDC IVC site the Family Day Care service must demonstrate that:

- ▶ the relevant State and Territory regulations allow for FDC IVC
- ▶ the FDC IVC is located outside a metropolitan area in a regional or remote area as defined by the Accessibility Remoteness Index of Australia (ARIA Plus)
- ▶ the premises to be used for care provision meet State and Territory regulations and National Standards where they apply
- ▶ the FDC IVC site will be located in an area or locality where mainstream child care services do not currently exist and would not be viable, and there is a demonstrated demand for an FDC carer to provide child care
- ▶ substantial effort has been made to recruit home based FDC carers over several months (minimum of three), without success, or a potential FDC carer/s has/have been identified, but their domestic premises are assessed by the FDC service as unsuitable and are not able to be upgraded at a reasonable cost (even when the FDC Start Up Payment is taken into account)
- ▶ operation of the FDC IVC site in this specific location will help families balance work and parenting roles
- ▶ establishing and maintaining an FDC IVC site for up to twelve months is financially viable
- ▶ it is understood that approval for FDC IVC is on a time-limited basis and the FDC service has a business plan in place to promote and support the provision of Family Day Care from domestic premises in that area or locality in the future
- ▶ the FDC IVC carer will be supported and monitored by an approved FDC service to ensure quality outcomes for children and
- ▶ families in the area or locality will be provided with information about how FDC IVC operates as a transitional service for up to twelve months and how it is to be monitored and supported.

2.3 How to apply to operate a FDC IVC site?

Interested organisations may apply for approval to establish a new FDC IVC site by submitting a completed application to the local State or Territory office of the Department. The application will be assessed by the Department and the Department will advise the applicant of the outcome as soon as possible.

Where the Department assesses an applicant as eligible, the applicant will be approved to operate a FDC IVC site for 12 months only and will be subject to regular review throughout this 12 month period.

2.4 Existing Family Day Care In Venue Care sites

All existing FDC IVC sites will be reviewed by the Department before further approval is granted. Existing sites that are found to be duplicating Approved child care services already available in the area will not have funding extended.

Those services which could be viable as a mainstream type of child care will be transitioned to a mainstream form of child care such as Long Day Care, Outside School Hours Care or home-based FDC.

2.5 What does FDC IVC mean for families?

Families using FDC IVC sites will have access to child care. Eligible parents will also have access to Child Care Benefit and the Child Care Tax Rebate.

3 Contact information

Service Providers seeking further information about Australian Government funding for child care services can contact the Department on:

The website www.deewr.gov.au

By phone 1300 363 079 – request to speak to a child care officer in your State or Territory

By mail Child Care Programs Branch
Department of Education, Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601

TTY 1800 554 609

4 Other useful information

Services seeking further information please contact:

- ▮ Child Care Access Hotline - 1800 670 305

The Child Care Access Hotline (the Hotline) is a telephone service funded by the Australian Government that provides families with information to help them choose a child care service that meets their needs.

- ▮ Family Assistance Office - 1800 050 021

Services needing more information about CCB and Jobs, Education and Training Child Care Fee Assistance administration and calculation, should contact the Family Assistance Office Teams.

- ▮ Family Assistance Office Multilingual Call – 13 12 02

Related publications in a variety of languages can also be found online at the multilingual sections of the [Family Assistance Office](#) and [Centrelink](#).

Child Care Service Handbook

The *Child Care Service Handbook* is a reference book for approved child care service providers. The Handbook was developed as a guide to assist services with the administration of CCB and the Child Care Services Support Program.

The printed hard copy version of the Child Care Service Handbook has been sent to child care services. If you would like a copy please call 13 36 84.

A PDF version of the Handbook is available below:

- [Child Care Service Handbook 2008-2009 - PDF Version](#)

Inclusion and Professional Support Program

The Inclusion and Professional Support Program (IPSP) provides an integrated and consolidated approach to meeting the inclusion and professional support needs of child care services.

Updated details of the support services and subsidies provided through the IPSP are available at www.deewr.gov.au.