



2.2 (c) Functions of Coordinators Policy

Policy number: 2.2(c)
Date last reviewed: August 2024
Reviewed by: Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	7.1.2, 7.1.3, 7.2.2

Purpose

Functions of coordinators are outlined in position descriptions which are updated annually or as required.

Policy

Coordinators are required to develop and maintain a current knowledge of the Education and Care National Regulations 2011 and Law, Early Years Learning Framework, My Time Our Place, Beaucare Policies and Family Day Care Policies.

Their role includes:

- Providing educators with the information, training and other support that they need to appropriately provide child care in the course of the service;
- Monitoring the standard of child care;
- Coordinating the placement of children with educators;
- Develop, document and implement procedures for the recruitment and assessment of educators and their homes;
- Develop, document and implement procedures for the assessment of the members of the educators’ households;
- Conduct regular visits to educator’s homes, sufficient in number and frequency to ensure that the quality of care is being maintained and to support educators to enhance the quality of care;
- Report issues/concerns where children’s needs are not being met or children are at risk;
- Report quality of care issues in relation to the National Quality Standards;

- Provide relevant support and assistance to educators, including help to identify the individual needs of each child in care, plan relevant experiences and monitor development, learning outcomes for children including documenting child assessments with educators;
- Identify and assist in meeting educators' needs, including pre-service and in-service training, professional development, networking and equipment needs;
- Develop effective procedures to meet the needs of all children being cared for in the service, having regard to:
 - a. the development, best interests and well-being of the individual child; and
 - b. the views of the child's parents; and
 - c. advice provided by specialist advisory assisting families using the service.
- Develop, document and implement procedures to assist parents to make informed decisions about the placement of their children with an educator;
- Disseminate information to educators and parents on behalf of management;
- Maintain required records;
- Develop, document; and implement effective administration procedures for the service;
- Facilitate community access to the family day care service including, for example, promoting awareness of family day care and in home care, and responding promptly and positively to enquiries and all forms of feedback;
- Develop, document and implement effective referral procedures to assist in meeting the needs of children and their families;
- Establish effective liaison with parents, educators, community agencies and government bodies.

Administration Procedures

Processing of Attendance Records and Payment of Child Care Subsidies to Educators

Coordinators/administration staff are responsible for submitting attendance information to CCMS and payment of Child Care Subsidies, JET, Special CCB and other FAO payments to educators on a weekly basis. Coordinators/administration staff maintain the database of educators, families and children using the service and are responsible for distributing quarterly parent statements and annual educator's statements of Child Care Subsidies.

- Educators submit the child attendance information by midnight Sunday each week;
- Coordinators/administration staff input information into HubWorks program. Educators are responsible for ensuring correct information is entered into HubWorks program. Attendance sheets are cross-checked with the information submitted;

- Attendance information is forwarded to the Child Care Management System (CCMS) each Monday except on public holidays;
- CCMS calculate Child Care Subsidies and advise the service electronically. Statement of Child Care Subsidy payments are notified by email to educators and deposits made into educator's nominated bank account;
- Unsigned timesheets will be kept outstanding until received from the educator. Attendance records are legal documents. It is the responsibility of the educator to ensure that accurate records are kept and signed by parents;
- Attendance records are saved as per week ending. Records are stored for three years from the end of the financial year to which the records relate. Reports are printed and saved as per week ending, and a system backup is done;
- Vacancy tally for HubWorks/Harmony is completed and submitted Friday afternoon for the week ahead.

Payment of Accounts Payable and Banking

Administration staff are responsible for banking, payment of accounts, sending out accounts and the keeping of accurate records on MYOB.

Financial Record-Keeping

Administration staff are responsible for recording income and expenditure and preparing monthly reports. Monthly acquittals against bank statements are completed and signed by the Beaucare Treasurer. Financial statements are monitored by the Manager to ensure compliance with the budget. All financial records and procedures are audited yearly by an outside auditor appointed at the AGM. Full copies of audited statements are included in AGM reports for all members of Beaucare.

Payment of Wages

Administration staff are responsible for processing and payment of staff wages, superannuation and calculation of entitlements and associated documentation.

Filing

Filing of educator and family records is the responsibility of coordinators/administration.

Blue Card and First Aid Registers

Coordinators/administration staff are responsible for ensuring accurate recordkeeping to ensure the service is compliant with regulations and holds a copy of the blue card notification for all staff, board, educators, household members and regular visitors.

Educators are responsible to always hold a current blue card, coordinators will remind educators where possible of due dates. Administration of Beaucare will remind staff of due dates 2 months prior to expiry date.



Coordinators/administration are responsible for ensuring accurate recording keeping to ensure the service remains compliant with requirements to hold a certified copy of all first aid, resuscitation, asthma and anaphylaxis management for all educators and coordinators.

Mail and Reception Services

Coordinators/administration Coordinators/administration staff are responsible for collecting and distributing mail and posting outward correspondence. All incoming mail is date stamped. All mail is recorded in a mail register.

- Reception services at 44 Tina Street Beaudesert are provided by Administration;
- Records needing updates are notified to coordinators/administration staff. Families are required to update their enrolment details as needed by directly updating through HubWorks or providing the information to the educator or coordination unit

<p>Associated Beaucare Policies and Documents</p> <p>Relevant Legislation National Law National Regulations National Quality Standard Australian Government Department of Education and Training: <i>Child Care Service Handbook</i> https://www.education.gov.au/child-care-service-handbook-0</p>
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