



**Love and Mercy FDC  
Educator Assistant Form**

<b>FDC Educator Assistants</b>	<b>USI Number</b>	
<b>Full Name</b>		
<b>Address</b>		
<b>Date of Birth</b>		
<b>Assistant Contact number</b>		
<b>Assistant Email Address</b>		
<b>Name of the educator to be assisted</b>		
<b>Mandatory Training Completed</b>	<input type="checkbox"/> <b>Approved First Aid Training</b> Expiry Date ___/___/___ <input type="checkbox"/> <b>Anaphylaxis Management Training</b> Expiry Date ___/___/___ <input type="checkbox"/> <b>Asthma Management Training</b> Expiry Date ___/___/___	
<b>Working With Children Check Number</b>		<b>Expiry Date</b> ___/___/___
<b>Drivers License Number</b>		<b>Expiry Date</b> ___/___/___
<b>Vehicle Registration Number</b>		
<b>Date Assistant started</b>		
<b>Date Assistant stopped</b>		

<b>Days of operation</b>	<u><b>Monday</b></u>	<u><b>Tuesday</b></u>	<u><b>Wednesday</b></u>	<u><b>Thursday</b></u>	<u><b>Friday</b></u>	<u><b>Saturday</b></u>	<u><b>Sunday</b></u>
<b>Hours of operation</b>							

**REFER TO REGULATION 144- FAMILY DAY CARE EDUCATOR ASSISTANT**

Please attach driver’s license of assistant, approved first aid training certificate, asthma and anaphylaxis training certificate, a current working with children check certificate and Police Check no older than 6 months.

(Parent Consent for assistance for the educator within Love and Mercy Family Day Care is attached via Child enrolment form)

**“Note: All assistants must have all qualifications and have to be over the age of 18”**

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Educator assistant will assist the family day care educator according to Regulation 144 (4)(a)(b) (c ) and (d ):

- (a) In the absence of the family day care educator, to transport a child between the family day care residence or approved family day care venue and –
  - (i) A school; or
  - (ii) Another education and care service or children’s service; or
  - (iii) The child’s home; or
- (b) In the absence of the family day care educator, in emergency situations, including when the educator requires urgent medical care or treatment; or
- (c) In the absence of the family day care educator, to enable the educator to attend an appointment (other than a regular appointment) in unforeseen or exceptional circumstances, if-
  - (i) The absence is for less than 4 hours; and
  - (ii) The approved provider of the family day care service has approved that absence; and
  - (iii) Notice of that absence has been given to the parents of the child; or
- (d) While the educator is educating and caring for children as part of the family day care service.

**“Note: All assistants must have all qualifications and have to be over the age of 18”**