



NSW FAMILY DAY CARE
ASSOCIATION INC.

challenges changes choices

2010

ANNUAL PROFESSIONAL
DEVELOPMENT &
NETWORKING FORUM

19-21 SEPTEMBER
SYDNEY MARRIOTT HOTEL,
36 COLLEGE ST. SYDNEY





VENUE: THE SYDNEY MARRIOTT HOTEL

LOCATION

The hotel is located directly opposite picturesque Hyde Park and just minutes from everything Sydney has to offer. The CBD, Sydney Harbour, restaurants and nightlife are only a short walk away. Museum railway station is a two minute walk from the hotel's doorstep, and the airport is only 12km away.

ADDRESS

36 College Street, Sydney NSW 2000

ACCOMMODATION

The Sydney Marriott has 241 luxuriously appointed, spacious guestrooms, and two exclusive Executive Floors offering optimum service, comfort and privacy. The Sydney Marriott Hotel offers luxury 5 star Sydney hotel accommodation.

HOTEL FACILITIES

- 23 floors comprising 241 spacious guest rooms
- Heated pool, sauna, spa and gym
- Broadband internet
- 24 hour business centre
- On site security parking (\$25 per day)
- 24 hour concierge
- Executive lounge

RESERVATIONS

Delegates attending the Forum are eligible for a reduced rate by visiting the hotel website:

http://bit.ly/nswfdca_reducedrate

Toll Free Telephone: 1800 025 419



ANNUAL NETWORKING DINNER: THE DOME RESTAURANT

The Arthouse Hotel
275 Pitt Street, Sydney
6.30–11.30pm



NSW Family Day Care Association gratefully acknowledges the partial financial support of the Department of Education, Employment and Workplace Relations (DEEWR) and Guild Insurance and Financial Services

AGENDA

SUNDAY 19 SEPTEMBER, 2010

- 5.00-5.30pm** Early registration
5.00-7.00pm Welcome reception
6.00-6.15pm Guest speaker: Maggie Dent

MONDAY 20 SEPTEMBER, 2010

8.30am Registration

Exhibitors:

- Go Fair Trading
- Guild Insurance
- Educational Experience
- Kids n Traffic
- PSSP
- PEAK
- In Home Care

9.00-10.25am Opening ceremony

- Welcome by Anita Jovanovski, CEO NSW Family Day Care Association
- Welcome to Country Ceremony
- Keynote Speaker: Maggie Dent

10.25-11.00am Morning tea, networking and exhibitors

11.00-12.20pm Concurrent workshops

- M1 CCMS: Recent Enhancements & Issues
M2 Guiding Children's More Challenging Behaviour
M3 Road Safety for FDC: Challenges and Opportunities
M4 The Business Side of Being a FDC Carer
M5 Early Years Learning Framework (EYLF) Panel

12.20-1.20pm Lunch – Lobby Lounge or Windows on the Park Restaurant

1.20-2.40pm Concurrent Workshops

- M6 CDO Panel
M7 Keep Them Safe Updates
M8 Roles of Management Committees
M9 Modernising FDC Coordination Units
M10 National Quality Framework for Early Childhood and Care and School Aged Care

2.40-3.10pm Afternoon tea, networking and exhibitors in Windows on the Park Restaurant

3.10-4.30pm Concurrent workshops

- M11 Indigenous Australian Resources
M12 OH&S Risk Management
M13 Newsletters and Flyers: How To Make Your Scheme's Better
M14 Provide Training Through Instruction and Demonstration of Work Skills
M15 **Annual General Meeting: It is compulsory for one delegate from each scheme to attend the AGM**
M16 PEAK Trainer Meeting

TUESDAY 21 SEPTEMBER, 2010

8.00am

- T1 **National In Home Care Association (NICA) Annual General Meeting**

8.30am Registration

9.00-10.10am Opening ceremony

- Welcome by Anita Jovanovski
- Keynote Speaker – Tan Jose

10.10-10.40am Morning tea, networking and exhibitors

10.40-12.00pm Concurrent workshops

- T2 Communication Skills: Dealing with difficult subjects
T3 Authorised Supervisor: Chain of Authority
T4 Media Management in a Crisis
T5 Harmony and CCMS Challenges
T6 National Quality Framework

12.00-1.00pm Lunch – Lobby Lounge or Windows on the Park Restaurant

1.00-2.20pm Concurrent workshops

- T7 Future Opportunities and Business Models in FDC
T8 Managing Stress
T9 Record Retention and Record Keeping
T10 Effective Team Management
T11 Early Years Learning Framework (EYLF) Panel
T12 Environmental Sustainability in FDC

2.20-3.00pm Afternoon tea, networking and exhibitors

3.00-3.30pm Closing address

DAY 1: MONDAY 20 SEPTEMBER 2010

Keynote Speaker Maggie Dent

Maggie Dent is currently running seminars nationally and internationally that increase awareness of the importance of building personal and professional resilience. Maggie currently runs her own independent business called "Esteem Plus" that aims to inspire, encourage and assist people of all ages to take a positive step forward in their lives in order to maximise human potential. Her keynote address Dare to be Exceptional: for Early Years Professionals challenges the mediocrity of meeting minimum standards and shaping people to be able to do a job. You and your team will be inspired to be exceptional!



M1

CCMS: Recent Enhancements and Issues

Presented by Kym Thompson and Kerrie Hall from DEEWR

This session will provide an overview of changed functionality and enhancements to the CCMS implemented in June 2010. Common issues and errors with reporting Enrolment and Attendance information to the CCMS will be discussed followed by feedback on questions to the CCMS Helpdesk from FDC schemes.

M2

Guiding Children's More Challenging Behaviour

Presented by Barbara Becarri from Need2Connect

What do you do when children show challenging behaviour? What are your underlying thoughts and beliefs about "misbehaviour" that influence your response? This session will give you an opportunity for reflection on your own professional practice when faced with children's challenging behaviour. Different types of testing behaviour will be identified and you will be assisted to make ongoing reflection a part of your practice.

M3

Road Safety for FDC: Challenges and Opportunities

Presented by Louise Cosgrove from Kids n Traffic Early Childhood Road Safety Education Program

This workshop explores road safety issues that are relevant to Family Day Care Schemes and carers. We look at why young children are at risk as passengers, and discuss strategies for keeping young children safe. An overview of recent changes to NSW child restraint legislation will be provided, along with strategies for supporting carers and families to travel safely.

M4

The Business Side of Being a FDC Carer

Participants will be provided with a Financial Management handbook, and the session will look at:

- What is the business side of FDC?
- What kind of financial management do carers need to undertake?
- What is classified as income and expenditure?
- What kinds of records need to be kept?
- What happens if a carer is audited by the Tax Office?

M5 and T11

Early Years Learning Framework Panel (EYLF)

Presented by Nicky Spalding, Tracey Sweetman, Kerry Bradley and Judy Blundell

The Early Years Learning Framework has provided the opportunity for the FDC sector to consider their role as educators and reflect on the way education of young children is evident in their service. This panel brings together experienced FDC EYLF trainers with practical ideas and examples from their schemes to creatively incorporate the components of the Framework into FDC settings.

M6

Child Development Officer (CDO) Panel

Presented by Julie Antidormi, Lisa Keighran and Marie Smith

CDOs face many challenges. These three experienced CDOs will discuss the many different ways of documenting communication with carers, accountability with regard to regulations, policies, procedures, QA, EYLF, OH&S and followed by a Q&A session at the end of the workshop.

M7

Keep Them Safe Updates

Presented by Karen Roberts, Early Childhood Consultant

This workshop will provide an overview of the Keep Them Safe program including changes to child protection legislation in relation to children's service providers announced in 2010. Karen Roberts has been working in the early childhood profession for 34 years. She is Manager of children's services for local government and a consultant trainer and writer.

M8

Roles of Management Committees

Presented by Lisa Bryant, consultant

Every community-based FDC scheme has a management committee – but what is the real role of the committee? Does your committee work well or is there room for improvement? This workshop will cover why we have committees, what your scheme's committee is responsible for, relationships in committees, meetings and what to do if your committee goes pear shaped!

M9

Modernising FDC Coordination Units

Presented by Sol Ibrahim, Coordinator of Northern Rivers FDC

This workshop is aimed at small to medium schemes experiencing concerns with running a viable FDC service. FDC schemes are no longer simple community services.

Each FDC service is now akin to operating a childcare centre, making each Carer a Centre Director. Coordination Units are therefore akin to Corporate head offices responsible for overseeing many individual childcare centres.

The self-employment status of Carers does not in practice isolate them from the Coordination Unit. This dependency must be recognised so that strategies operate in a more professional and efficient manner.

M10

National Quality Framework for Early Childhood Education and Care and School Aged Care

Presented by Vicki Rundle from DEEWR

The Australian Government, in partnership with the states and territories, is introducing a new National Quality Framework for Early Childhood Education and Care and School Aged Care. These changes will help providers improve their services in the areas that impact most on a child's development as well as empowering families to make informed choices about which service is best for their child.

M11

Indigenous Australian Resources

Presented by Sallianne Hancock, CDO from Bankstown FDC

The focus of this workshop will be to learn about Aboriginal and Torres Strait Islander Culture as well as practical programming ideas that you can implement in your own service. Sallianne believes that if we are enthusiastic and well informed then we can confidently share and explore this part of our past and present, therefore heightening our own and our children's awareness of diversity.

M12

OH&S Risk Management

Presented by Kerry Bradley, Coordinator from Leichhardt FDC

Home is the most accident prone place for us to work. This workshop will help you determine Risks and develop a plan to manage the risk in the home environment. You will leave with some vital tools.

M13

Newsletters and Flyers: How To Make Your Scheme's Better!

Presented by Lisa Bryant, consultant

In the range of publications your scheme produces, which present your organisation as the professional organisation it is? Or do your parent handbooks, procedure manuals, waiting list forms, enrolment forms, brochures and newsletters look and read like they are in need of a major overhaul? This workshop will show you how to write flyers and newsletters that are easy and interesting to read. You will learn what you can do to ensure that every newsletter and flyer you prepare works!

M14

Provide Training Through Instruction and Demonstration of Work Skills

Presented by Diane Harding, consultant

In-servicing Carers is a vital part of being a Coordination Unit member, whether it is the orientation process of a new carer to a service, preparing carers for QA or coaching individuals. Making sure this training translates from theory to actual practice is a skill that can be enhanced by taking part in this session. The group will examine how people learn; what is enough, when to be practical, the approach to take, group training, individual coaching and empowerment for results. There will be time to discuss strategies that work well and difficulties encountered.

M15

Annual General Meeting

The NSW Family Day Care Association will hold its Annual General Meeting at the Forum.

It is compulsory for one delegate from each scheme to attend the AGM.

M16

PEAK Trainer Meeting

This is an opportunity for current PEAK trainers and PEAK team members to meet to discuss, assess, and evaluate current practices.

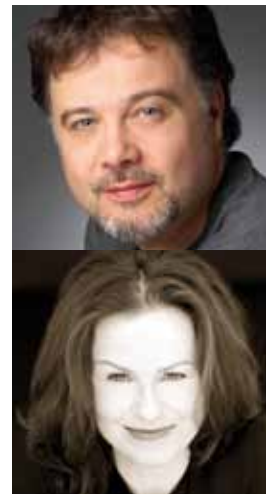
For profiles of the presenters please visit our website:
www.nswfdc.org.au

DAY 2: TUESDAY 21 SEPTEMBER 2010

Keynote Speakers

TanJose: Josephine O'Reilly and Daniel Cordeaux

Two international improvisation champions, Josephine and Daniel provide a fabulous show which features comedy improvisation and interactions with the audience that feature key messages and goals of the FDC sector.



T1

National In Home Care AGM

Breakfast Annual General Meeting for In Home Care delegates.

T2

Communication Skills: Dealing with difficult subjects

Presented by Karen Roberts, consultant

This workshop will cover communication skills, dealing with difficult subjects and complaints and conflict resolution. It will also include listening skills, negotiation and decision making.

T3

Authorised Supervisor: Chain of Authority

Presented by Lydia Hanrahan, Cassandra Wass and Robert Wright from Department of Human Services Community Services

This workshop will explore practical steps and processes for ensuring children remain safe and supervised at all times while they attend a FDC service in NSW eg: supervision and excursions.

T4

Media Management In a Crisis

Presented by Ariane Dixon- consultant

Does your crisis plan prepare you for addressing the media? Do you know what to say and what not to say, who to contact and how to contact them? This workshop will give you skills and information on how to contact and speak to the media during a crisis.

T5

Harmony and CCMS Challenges

Presented by Jon Justin, Director of Harmony Software

There are a number of basic CCMS processes that services perform on a regular basis in order to comply with government reporting regulations. There are other “not so obvious” CCMC functions that are rarely used and are not part of the usual CCMS repertoire. This workshop will not only explore the nuances and pitfalls of the more common CCMC functions, but also demonstrate the reasons and benefits for using those lesser known CCMS features.

T6

National Quality Framework for Early Childhood Education and Care and School Aged Care

Presented by Joan ten Brummelaar, DEEWR

The Australian Government, in partnership with the states and territories, is introducing a new National Quality Framework for Early Childhood Education and Care and School Aged Care. These changes will help providers improve their services in the areas that impact most on a child’s development as well as empowering families to make informed choices about which service is best for their child.

T7

Future Opportunities and Business Models in FDC

Presented by Prue Warrilow

The Westpac Foundation funded The Infants Home Child Family Services and Families at Work was contracted to develop potential business models for FDC services to come together in a form of partnership to provide more financially viable enterprise services to families. This presentation provides an overview of the findings and examines the possible future opportunities and options for sustainable FDC in Metropolitan schemes.

T8

Managing Stress

Presented by Judith Feldman, consultant

Stress happens! Good stress and bad. How we handle stress often means the difference between sickness and health. This workshop provides information and strategies to help us understand, respond to and lessen its negative impact. Participants will experience an instant stress buster; understand how stress changes

our brain and body chemistry and why that is more dangerous than we think; strategies for saying NO when we want to say NO and say YES, instead!

T9

Record Keeping and Retention

Presented by Robert Wright, Department of Human Services Community Services

Keeping accurate and up-to-date records is an important condition of a children’s service license. Properly maintained records protect both operators of children’s services and the children and parents who utilise these services. The Licensee and in some cases the Authorised Supervisor must ensure these records are maintained, kept up to date and retained according to the requirements of the Regulation. In Family Day Care many of these requirements fall to the carer. This session aims to provide information around these requirements as they relate to Family Day Care.

T10

Effective Team Management

Presented by Ariane Dixon, consultant

This session has a focus on managing people in your team. What is the role of management? How can you lead your team and enjoy good workplace relations, what attitudes can lead to employee engagement and how do we contribute?

T11

The Early Years Learning Framework (EYLF)

Presented by Nicky Spalding, Tracey Sweetman, Kerry Bradley and Judy Blundell, PSSP Trainers

The Early Years Learning Framework has provided the opportunity for the FDC sector to consider their role as educators and reflect on the way education of young children is evident in their service. This panel brings together experienced FDC EYLF trainers with practical ideas and examples from their schemes to creatively incorporate the components of the Framework into FDC settings.

T12

FDC Environmental Sustainability

Presented by Helen Knighton and Angela Ring from Campbelltown FDC

An overview of what can be done in a practical way to change views, educate people, become healthier and have fun, to offer a sustainable childcare option and move in a future direction.

ABOUT NSW FAMILY DAY CARE'S ANNUAL PROFESSIONAL DEVELOPMENT AND NETWORKING FORUM

This Forum brings together people from across the early childhood sector in NSW. The theme of this year's Forum is Challenges, Changes, Choices. With many changes set to impact upon Family Day Care as a result of the National Quality Framework (NQF), the 2010 Forum will assist services to face challenges, changes and choices. The keynote speakers and provision of professional development workshops were chosen in response to the interests and needs expressed by our members in the needs analysis survey.

When is the Forum?

Sunday 19 September, 2010

Early registration
Welcome
Guest speaker

Monday 20 September, 2010

Opening ceremony
Keynote speaker
Concurrent workshops

Tuesday 21 September, 2010

Keynote speaker
Concurrent workshops

Where is the Forum?

The Sydney Marriott Hotel, 36 College Street, Sydney

What does registration include?

Full registration includes attendance at the Sunday night Welcome, Forum workshops for two days, morning and afternoon tea and lunch on Monday and Tuesday. Single-day registrations for Monday or Tuesday include attendance at the workshops, morning and afternoon tea and lunch.

Optional social events

Sunday night Early Registration/ Welcome Networking Forum including guest speaker held in the Lobby Lounge of the Sydney Marriott Hotel - 5.00-7.00pm
Monday night Forum Networking Dinner at The Dome Restaurant, The Arthouse Hotel, 275 Pitt Street, Sydney - 6.30-11.30pm

How do I register?

To register for NSWFDCA's Forum, complete the enclosed registration form and return it with payment to NSW Family Day Care Association, PO Box N107, Petersham North NSW 2049 or FAX to (02) 9572 8759. Or you can download a registration form from: www.nswfdc.org.au, complete and return it to us with your payment. Please ensure to send one complete form per delegate.

What should I do about travel and accommodation?

Arrangements for travel and accommodation are the responsibility of the delegates. All accommodation bookings can be made directly with the hotel. There are many other hotels located in the Sydney CBD.

Terms and conditions

All alterations to your registration must be made in writing. Refunds for cancellations of registrations are only available if approved by the NSWFDCA CEO for exceptional circumstances. However, registrations may be transferred to another delegate.

Privacy: The information that delegates provide when registering for the forum is collected to assist in the administration of the forum. Apart from the name and service details appearing on the name badges and related forum documentation, the information is not passed on to any third parties without the prior consent of the delegate(s) involved. Any photographs taken of delegates during the forum can be used by NSW FDC in publications such as the newsletter and/or website. If you do not want your details to be included in NSW FDC publications and/or website, please indicate this clearly on the agreements section of the registration form. While details of the program and dinner are correct at the time of publication, NSW FDC reserves the right to vary them without notice. NSW FDC does not accept any responsibility for any loss or damage that may be incurred as a result of participation in this event.



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