**Early Years Educator**

*(Date)*

Dear …………………………………..,

This letter is to confirm your appointment *(or re-appointment)* as an Early Years Educator at Organisation Name. for *year?*

Days Required: *eg; Monday, Tuesday, Wednesday and Thursday*

Session Times: *eg:* 8.45 am – 3.45pm

**Term Dates**

The Centre/House remains open for 48 weeks of the calendar year, for the above session times. Shifts may vary during this time.

This is to confirm your permanent part-time*(replace with casual if applicable),* position. This remains subject to Centre’s/House ongoing viability with wages and conditions as per the Neighbourhood Houses & Adult Community Education Centre’s Collective Agreement 2016. Insufficient childcare numbers will mean sessions will need to be adjusted in staff numbers.

You are contracted to work ………. hours per week paid at of *$...........*per hour, this includes a half-hour lunch break. (This rate includes a $1.00 per hour for cleaning), plus 3 hours of Co-ordination per week paid at the rate of *$............*per hour.

This (does/does not) entitle you to sick leave, holiday pay and long service leave**.** Pay day is every second Wednesday. You are required to record hours worked on a daily basis.

Educators will be required to meet at least once per term (paid at normal childcare rates) to discuss/prepare programs, share information and discuss issues identified,

Our Childcare Co-coordinators (Primary Nominee and Approved Nominee) occasionally monitor sessions to ensure program delivery reflects our curriculum policy.

Hours of employment will vary with timetable changes or at the discretion of the Centre/House Manager/Coordinator.

Educators will be required to be on the premises with ample time to allow for parents arriving with children. Should you be unable to attend a session, office staff must be notified so that a substitute can be arranged.

All paid staff must be familiar with the Communication Book which must be kept up to date in order for oncoming staff members to be aware of any issue/problems that have occurred during the day.

Any problems/concerns you may have must be reported to your direct line supervisor. Childcare staff shall be given opportunity to attend further skills training. Should there be any conflict; grievance procedures are to be followed.

A minimum of two (2) weeks’ notice to be given by employee/employer of termination of services.

By signing this contract you agree to abide by the role description detailed in the Position Description (PD) issued as part of your induction.

Yours sincerely,

.......................................................

*Manager/Coordinator*

I ……………………………………….………………agree with the conditions as set out above.

*(please print)Employee*

Signed:………………………………………………..

Date: ……/……/……

**CHILDCARER’S INFORMATION**

1. The primary Nominee (Lead Co-ordinator) will prepare list of dates and hours you are required to work. By mutual agreement between office staff and Early Years Educators affected, dates can be varied.
2. If Educator is unable to attend a session she/he must inform the Office staff so that a substitute can be arranged.
3. Payment of wages will be issued electronically on a fortnightly basis.
4. Hours worked must be recorded on the approved Time Sheet provided on a daily basis.
5. Should there be any conflict, and this conflict cannot be resolved in a timely and satisfactory manner, our Complaints and Appeals policy and procedures are to be followed.

**CHILDCARE DUTIES/RESPONSIBILITIES**

1. Childcare area is to be vacuumed and if necessary mopped after each session.
2. Smocks to be cleaned on weekly basis, educators are rostered for washing smocks.
3. All toys must pass safety standards. If any toys are believed to be unsafe they must be removed from the room and the Primary Nominee (Lead Co-ordinator) notified immediately.
4. Program of activities, as established by agreement between Early Years Educators and Childcare Co-ordinator, must be followed as closely as possible.
5. Senior Educator staff are responsible for the collection of contributions for *insert org name* students’ children and also Occasional Care children. Receipts are to be issued on payment. If students are slow in making payments Childcare Co-ordinator must be notified so it can be followed up.
6. Childcare Attendance Record MUST be filled in on arrival and departure of children.
7. Children are not to be taken on outings unless parents have signed a permission form. If more than 2 children are involved, there must be at least one [1] Early Years Educator andone [1] volunteer in attendance.
8. For all parents attending activities outside the *Centre/House*, permission form must be signed and updated every term in case of accidents. For parents who attend classes within the *Centre/House*, this is not necessary as, if required; parents will be called out of class.
9. Any complaints or queries are to be referred to Childcare Co-ordinator or *Centre/House Manager/Coordinator.*