

- Useful information with regard to Family Day Care requirements and Family Day Care Services can be found at www.familydaycarewa.com.au. Family Day Care Services are able to assist with the application process to run a Family Day Care.
- Department for Communities can also assist with information on Family Day Care facilities. Information can be found on the Department for Communities website www.communities.wa.gov.au or phone them on (08) 6210 3333

City of Rockingham Requirements

City of Rockingham Health Services approves Family Day Care applications in the City. Applicants must ensure;

- They are caring for a maximum of seven (7) children (including their own children).
- If there is a pool on the property, the City will not approve a Family Day Care unless the pool is compliant with the Building Code of Australia and has passed an inspection from the Building Compliance Officer.
- The premises is adequately fenced.

Family Day Care facilities are also classed as 'food businesses' to which the following conditions apply;

- Operators are required to comply with the provisions of the Food Act 2008 and the Food Standards Code.
- Kitchen to have a double bowl sink with liquid soap and paper towels available.
- Stored food is to be protected from contamination and stored at correct temperatures.
- Kitchen to be maintained in a clean and tidy condition.

Application Forms and Fees

Applications to the City's Health Services to include the following **two (2) documents**:-

1. Family Day Care Application Form and fee of **\$55.00**.
2. Application for a Certificate of Registration / Notification Form (for a food business) and fee of **\$30.00**.

Please note

- Annual food premises fees are waived for Family Day Care premises.
- An Environmental Health Officer will do a final inspection of your premises for approval.

NB

- Application for Approval to Operate a Family Day Care facility, Application for a Certificate of Registration / Notification forms can be found on the City of Rockingham Webpage www.rockingham.wa.gov.au
- Please complete this paperwork and return it to the City. An officer will then contact you with regard to your submitted application.

Date: _____

To: Chief Executive Officer
City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Dear Sir / Madam

Re: APPROVAL TO OPERATE A FAMILY DAY CARE SERVICE

I have been advised by the Family Day Care Service to seek the City's approval to operate a Family Day Care facility in my home situated at:-

I understand that the maximum number of children allowed is **seven (7)**, including my own children.

Number of own children:- _____

Number of other children to be cared for:- _____

Name of Family Day Care Service you
are registered with:- _____

Family Day Care business name: _____

Yours faithfully

Signature of Applicant _____

NB Application fee of **\$55.00** plus Application for Certificate of Registration of **\$30.00** applies.

(Please print in FULL BLOCK):-

_____	Full Name
_____	Address
_____	Telephone
_____	Email