

# Family Day Care Information

## Family Day Care WA

- To provide family day care, applicants are required to complete a registration and membership through a Family Day Care Service. Useful information with regard to requirements and Family Day Care Services can be found via [www.familydaycarewa.com.au](http://www.familydaycarewa.com.au).
- Department of Communities can also assist with information on family day care facilities. Information can be found via [www.communities.wa.gov.au](http://www.communities.wa.gov.au) or by phoning (08) **6210 3333**.

## City of Rockingham Requirements

Family day care providers intending to prepare food require approval from the City's Health Services. Applicants must ensure:

- They comply with the provisions of the *Food Act 2008* and Australia New Zealand Food Standards Code;
- Their kitchen has a double bowl sink with liquid soap and disposable paper towel available;
- Food is stored protected from contamination and at adequate temperatures;
- Their kitchen is maintained in a clean and hygienic condition;
- They have adequate knowledge and skills in food safety; and
- A maximum of seven (7) children (including their own) are cared for.

The City of Rockingham offers free online food safety training which can be found on the City's webpage via [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au).

## Swimming Pools and Spas

New family day care applications or transfers to new premises will not be accepted for properties with a swimming pool, spa and/or water feature after **31st December 2020**. Existing family day care providers prior to this date are still permitted to operate with extra conditions in place. For more information visit [www.communities.wa.gov.au](http://www.communities.wa.gov.au).

## Application

After successful application with a Family Day Care Service, applicants are required to submit to the City:

- Completed Family Day Care Application form;
- Completed Application for Registration / Notification of a Food Business form; and
- Family Day Care application fee of **\$55.00** plus Registration Certificate fee of **\$30.00**.

Forms can be found on the City of Rockingham's webpage via [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au) and submitted to the City via [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au).

Upon submission of an application, a City Environmental Health Officer will conduct a final inspection of your premises prior to you commencing operating.



# Family Day Care 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 at 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 Registration Certificate fee of **\$30.00** applies.

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**(Please print in FULL BLOCK):-**

_____	Full Name
_____	Address
_____	Telephone
_____	Email