



## Educарers Contract

I \_\_\_\_\_ agree to abide by the following terms and conditions.

- I will provide quality care in accordance to the Ministry of Education Regulations 1998 and the Homebased Care Order 1998.
- I agree at the time of enrolment I am 17 years of age or over
- I have the opportunity to complete the first Module of the Open Polytechnic of New Zealand Family Day Care Course: **Orientation and Introduction to Family Day Care.**
- I must obtain a First Aid Certificate within four months of employment with Kiwikidz Home-Based Educare
- I will attend two Professional Development Workshops or training sessions run by Kiwikidz Home-Based Educare or external agencies
- I will abide by Kiwikidz Home-Based Educare's Policies and Procedures
- I will implement an Educational Programme and complete a Learning Journal for each child in my care
- I agree for a Kiwikidz Home-Based Educare Coordinator to perform termly Health and Safety checks on my home and to assess progress made with the children in my care
- Please circle. I agree/ do not agree to providing Kiwikidz Home-Based Educare with a profile of myself to be published on Kiwikidz Home-Based Educare website and other marketing material
- I will maintain a high level of professionalism and respect the child and parent's right to confidentiality
- I will contact the Coordinator as early as possible if unable to care for a child, so alternative/ emergency care can be arranged
- I agree that I will not privately look after children with any family outside Kiwikidz Home-Based Educare or with another Homebased Care Service provider



- I will have an Open Door policy while children are in my care and will welcome any parent or coordinator unannounced to ensure all Safety Standards and Policies and Procedures are being implemented and met
- I will maintain any equipment on loan from Kiwikidz Home-Based Educare and will return it in good condition. If for some reason any equipment becomes damaged other than normal wear and tear whilst in my possession I will notify my coordinator and negotiate a suitable agreement as to replacing or repairing the damaged item
- If the child is attending another Early Childhood Organisation Chartered/Licensed to the Ministry of Education whilst in my care this will be declared on the child's time sheet and I will also inform the Coordinator.
- I agree to complete all required Time Sheets and have them delivered into Kereru Kindy, Wellsford or scanned and emailed to [tiffany@kiwikidzhomebased.co.nz](mailto:tiffany@kiwikidzhomebased.co.nz) . These will be received no later than **2pm Monday**. I am aware that failure to do so may result in late payments until my timesheets are received. My original copies will need to be sent in to.
- I agree that Kiwikidz Home-Based Educare is not my employer and that I am self-employed and am contracted to provide Home Based Care through Kiwikidz Home-Based Educare therefore it is my responsibility to pay my tax at the end of each financial year
- I authorise Kiwikidz Home-Based Educare in accordance with the Privacy Act 1993, to collect and use my personal information and to contact any named referees. Kiwikidz Home-Based Educare may also conduct a Police Vetting Check on any person over the age of 17 living in the home of where care will take place
- I will ensure my Coordinator receives two week's written notice when terminating my contract with Kiwikidz Home-Based Educare

Educarer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_