NOTIFICATION OF RENOVATION / CHANGE

KATH DICKSON FAMILY DAY CARE
METROPOLITAN AND EAST COAST SERVICES | 1300 336 345

Educator first name: _____ Educator surname: _____

Address of renovation / change: _____ Post code: _____

REGULATION

Education and Care Services National Regulations – Chapter 4, Part 4.3, Division 3, Section 116, Sub-Regulation (3)

The approved provider of a Family Day Care Service must request each Family Day Care Educator educating and caring for children at a residence or approved family day care venue as part of the service to advise the provider of:

- Any proposed renovations to the residence or venue; and
- Any changes relating to the residence or venue affecting any of the matters set out in sub-regulation (2); and
- Any other changes to the residence or venue that will affect the education and care provided to the children at the service.

RENOVATION/CHANGE DETAILS

Proposed start date: _____ Proposed completion date: _____

If these renovations / changes are not complete by the proposed date, please complete a new form.

I have completed a risk analysis for this renovation: ☐ Yes ☐ No Date completed: _____

Educator signature: _____

Please be aware that you may have an obligation to notify your insurers that you are undertaking renovations.

COORDINATOR APPROVAL

Coordinator name: _____ Signature: _____ Date: _____