

City of Wanneroo
23 Dundobar Road, Wanneroo WA 6065
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What is a Family Day Care?

A Family Day Care is a child care service that is provided in a residential dwelling.

Family Day Care is a home business offering education and care for **up to seven children** aged from birth to 13 years, including the educators' own children, in the educator's own home. Only four of the children can be below pre-primary school age.

Should a resident of a dwelling wish to care for **more than seven children**, this is considered to be a Child Care Centre, which does require Planning Approval. For further details, please speak with one of the City's Planners on 9405 5000.

Family Day Care requirements are defined in the [National Quality Framework](#) which includes the Education and Care Services National Law (WA) Act 2012 and the Education and Care Services National Regulations 2012. A [Family Day Care overview](#) is also available.

How do I become a Family Day Care Provider?

Family day care providers need to be registered as a Family Day Care Educator. This requires satisfactory completion of the registration and membership process through Family Day Care WA.

Further details and requirements are available on the [Family Day Care WA website](#).

Please note the City of Wanneroo has no involvement in the process to become a registered family day care educator.

What Council approvals are required to run a Family Day Care Business?

	Health Services	Planning Services	Building Services
Is Approval Required?	✓	✗ A 'Letter of Compliance' can be requested if desired	✗

Health Services Approval

There are two types of health approvals:

1. **Providing Food Not Supplied by Parents:** If you are providing any food to children, not including food provided by their parents, you need to complete and submit a [Food Business Notification and Registration Form](#).

There is a \$294 application and registration fee for all new applications. There is an additional 0.57% surcharge for credit card payments. You will also receive an annual renewal in September each year.

2. **Providing Food Supplied by Parents Only:** If you are only providing food to a child that has been provided by their parents, you need to notify the City's Health Services by completing and submitting a [Food Business Notification and Registration Form](#). There is no application fee associated with this notification.

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Family day cares that provide food for children are responsible for safe food handling practices and compliance with the Food Act 2008. To assist with the assessment please provide a current menu plan. On Inspection, An Environmental Health Officer will check the following areas:

- Kitchen has sufficient sinks with liquid soap and paper towels readily available
- Kitchen is in good structural condition, for example, there are no scratches in the benchtops or damaged/exposed areas.
- Kitchen is in a clean and hygienic condition.
- Adequate space for food handling activities, preparation, cooking, serving, cleaning
- The business owner has skills and knowledge in food safety – The City's Health services offers "FoodSafe Online" a free online food safety training program available from; https://www.wanneroo.wa.gov.au/info/20035/community_health_and_safety/67/environmental_health_for_residents/2
- Adequate storage of food ingredients to be used for the family day care
- Availability of a probe food thermometer and alcohol wipes
- Availability of a food grade chemical sanitiser
- Adequate pest control program

Planning Services Approval

The City of Wanneroo's planning department classifies a family day care business as a Home Business - Category 1, which does not require planning approval. However the business owner must comply with the [National Quality Framework](#), as detailed above.

If the business owner would like a 'Letter of Compliance' this can be provided upon request by:

1. Completing and submitting a [Home Business – Category 1 application](#) form.
2. Paying the planning fee. There is an additional 0.57% surcharge for credit card payments. Please refer to Item 14 on the [Planning Fee Schedule](#).

For further information, please contact the City on 9405 5000

Disclaimers:

1. In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.

2. This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of July 2020 and prone to alteration without notification.



Did you know?

Save time and apply online! This application is available for lodgement via the City's website www.wanneroo.wa.gov.au