



Baulkham Hills Family Day Care 2022 Year Planner



January	Annual Review & Update: Excursion & Parent Permissions Educator NQS	CDC & Educator
February	Emergency Evacuation Practice (email to CDC) Annual Review & Update: Educator Personal Details Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Risk Assessments Educator and Client Survey BHFDC Staff Development Day – Date TBA	Educator CDC & Educator CDC & Educator Educator CDC & Educator BHFDC BHFDC
March	Annual Residence Risk Assessment – Group 1 (Educator to change smoke alarm battery) Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Fire Equipment Checking	CDC & Educator CDC & Educator Educator BHFDC
April	Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Educator Training – Date TBA Educator and Client Survey	CDC & Educator Educator BHFDC BHFDC
May	Emergency Evacuation Practice (email to CDC) Annual Update: Obtain Medical Clearance Certificate Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Annual Review & Update: Fee Schedule – Educator Meeting Date TBA	Educator Educator CDC & Educator Educator BHFDC & Educator
June	Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Educator Agreement & Code of Conduct Renewal – Registration Certificates Educator and Client Survey	CDC & Educator Educator BHFDC & Educator BHFDC
July	Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Educator Training – Annual CPR and/or 1 st Aid Asthma & Anaphylaxis – Date TBA	CDC & Educator Educator BHFDC
August	Emergency Evacuation Practice (email to CDC) Transition to School Resource Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Educator and Client Survey	Educator BHFDC & Educator CDC & Educator Educator BHFDC
September	Annual Residence Risk Assessment – Group 2 (Educator to change smoke alarm battery) Educator Christmas Leave Forms (email to Admin) Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Family Childcare Confirmation 2023 & Information Update Forms Fire Equipment Checking Educator Training Child Protection Refresher– Date TBA	CDC & Educator Admin & Educator CDC & Educator Educator Admin & Families BHFDC BHFDC
October	Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) 'Getting Ready for School' Resource for Families Educator and Client Survey	CDC & Educator Educator BHFDC BHFDC
November	Emergency Evacuation Practice (email to your CDC) Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) BHFDC Christmas Party & Graduation – Date TBA	Educator CDC & Educator Educator BHFDC & Educators
December	Educator NQS Professional Development Plan Monthly Review Upload Monthly Observation for each child to your CDC (Email) Educator and Client Survey	CDC & Educator Educator BHFDC