



## Business Book Requirements



Business Books are a great marketing tool for Educators to use when communicating with clients. A well-presented, up to date, Business Book will confirm to parents that you are a professional.

### A Business Book should include:

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Profile of you and your family including photos | <input type="checkbox"/> | Your philosophy & the BHFDC philosophy             | <input type="checkbox"/> |
| Daily Routine                                   | <input type="checkbox"/> | Qualifications eg Cert 3, Diploma, ECT Cert        | <input type="checkbox"/> |
| First Aid, CPR, Anaphylaxis and Asthma Cert     | <input type="checkbox"/> | WWCC for all adult household members               | <input type="checkbox"/> |
| Baulkham Hills Family Day Care Job Description  | <input type="checkbox"/> | Goals for Teaching and Learning                    | <input type="checkbox"/> |
| Current Public Liability Insurance              | <input type="checkbox"/> | BHFDC Registration/Code of Conduct docs            | <input type="checkbox"/> |
| Emergency Exit Diagram                          | <input type="checkbox"/> | Current RTA Car Safety Check (if applicable)       | <input type="checkbox"/> |
| Fee schedule (copies available for parents)     | <input type="checkbox"/> | Booking Schedule (copies available for parents)    | <input type="checkbox"/> |
| Sample Daily Checklist form                     | <input type="checkbox"/> | List of what clients need to bring/what you supply | <input type="checkbox"/> |

### Additional items you may like to include:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Photos of awesome activities set up  | <input type="checkbox"/> | Sample Program, Evaluation and Observation    | <input type="checkbox"/> |
| References from previous employment or clients   | <input type="checkbox"/> | Current Training Certificates                 | <input type="checkbox"/> |
| Excursion documents (If applicable)  | <input type="checkbox"/> | Healthy Food/lunch box ideas                  | <input type="checkbox"/> |
| Membership to any Educator's organizations   | <input type="checkbox"/> | Samples of art and craft that the children do | <input type="checkbox"/> |
| Photo of children in their cars seats in your car  | <input type="checkbox"/> | Photos of children at play sessions           | <input type="checkbox"/> |
| List of foods you provide (if applicable). Remember that if you provide food you must register with the Department of Health. A copy of this certificate should be included as well. | <input type="checkbox"/> |   |                          |

Make sure the information within the business book is up-to-date, clear and professionally presented. Remember to update and organise the information periodically (including removing old certificates) so your business book gives a good impression to clients.

Remember that your business book is one of the first things clients see and first impressions count! 😊