

Q. Do I still collect fees as normal?

A. No, educators do not collect any fees. FDCP is a central payment scheme, this means that FDCP invoice and receipt family collecting fees on a fortnightly basis in arrears, by direct debit.



Q. How does FDCP pay educators?

A. Educators are paid on a fortnightly basis the total fee. (Total fee is CCS and parent gap) However if families do not pay this money is call a non-payment and educators do not receive this until families pay.

Q. Do we attended meetings at the area office?

A. We always welcome any educators whom would like to attend the meeting at the office however it is not required. Attendance can be via skype business.

Q. Do I have to attend all meetings?

A. In your educator agreement you are required to attend 2 scheme events and 3 scheme meetings. If you are unable to attend 2 scheme events you must attend 5 meetings. (scheme events calendar can be found on our website)

Q. Are meetings every month?

A. Meetings are bimonthly.

Q. Do I have to attend PD sessions?

A. Yes when directed by the coordinator as discussed within your home visit. PD can be online at your own time and certificate sent to office, or a in person PD at your choosing. FDCP have a mini conference at the beginning of the year which covers at least 5 PD session which is compulsory at no cost to educator.

Q. How do I program and how often?

A. Programming is daily via the educator portal using FDCP template (this is to ensure the cycle of planning is completed).

Q. How do families access their children's information?

A. Families are given their own login to the Parent portal when enrolling, they can see all information regarding their child and the daily program.

Q. What other paperwork do I need to complete?

A. monthly child data collection are required per child in care (not school age), completed through te educator portal. Timesheets, incident and medication forms, change to booking forms.

Q. How to timesheet get processed?

A. Paper Timesheets are email to the area office each end of the fortnight. The office completes and processes using harmony for CCS integration.