



7.15 REWARD AND RECOGNITION

Purpose Statement

The Educator Rewards and Recognition program has been designed to recognise outstanding contribution, commitment to service philosophy, performance over and above job requirements and significant years of service.

Recognition will be awarded to educators who meet specified criteria in the following areas:

- Outstanding Family Engagement
- Excellence in Education
- Business Excellence in Family Day Care (FDC)
- Significant years of service (3 years and beyond)

Scope

This policy applies to all salaried full time and part time staff (including casual), educators and contractors.

Definitions

Early Years Learning Framework (EYLF): a foundation of principles, practices and learning outcomes to assist educators in designing a program for children enrolled in their care

Educational Program Coordinator (EPC): a person employed by Windermere to provide educational programming support to educators

Policy Statement

FOR EDUCATORS TO BE ACKNOWLEDGED AND REWARDED FOR:

- SIGNIFICANT YEARS OF SERVICE AND/OR
- EXCELLENT AND OUTSTANDING PERFORMANCE

BY BEING PRESENTED WITH A CERTIFICATE AND/OR A MONETARY GIFT AT SCHEDULED INTERVALS.

Procedures

Significant Years of Service

1. Recognition will be given upon 3, 5, 7, 10, 15 and 20 years of service.
2. A certificate and gift will be provided to the educator on the anniversary of a significant employment milestone. This will be awarded during the end of year celebrations. The gift must not be in the form of a cash payment or cheque.
3. The value of the gift will be dependent on the years of service.

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Excellent and Outstanding Performance

1. Educators will be recognised and rewarded for excellent and outstanding performance
2. Three separate rewards will be granted in each of the following areas:
 - a. Outstanding Family Engagement
 - b. Excellence in Education
 - c. Business Excellence in FDC
3. A certificate and gift voucher will be awarded to the educator deemed the most worthy recipient by the Coordination Unit.

Outstanding Family Engagement

1. The following criteria will be assessed when determining the quarterly recipient of Windermere Family Day Care's Outstanding Family Engagement Award:

Area	Criteria
Partnerships with Families	<ol style="list-style-type: none"> 1. Family feedback 2. Retention of families 3. Families represented in planning and documentation 4. Family values and culture respected 5. Positive outcomes from initial meeting with families
Enrolment numbers	<ol style="list-style-type: none"> 1. Delivered hours <p>NOTE: this criteria will take into account the available education and care hours of part time educators</p>

Excellence in Education

1. The following criteria will be assessed when determining the quarterly recipient of Windermere Family Day Care's Excellence in Education Award:

Area	Criteria
Programming Documentation	<ol style="list-style-type: none"> 1. Programming based on EYLF 2. Documentation representing group and individual learning 3. Planning available to families
Activities Provided	<ol style="list-style-type: none"> 1. Well planned and implemented activities 2. Excursions relevant, meaningful and inclusive
Educational Setting	<ol style="list-style-type: none"> 1. Educational resources available 2. Variety/choice of equipment available to children 3. Clean and well maintained setting 4. Clean and well maintained resources
Understanding and incorporation of NQF	<ol style="list-style-type: none"> 1. Compliance with regulation requirements 2. Compliance with National Quality Standards 3. EYLF incorporated into educational programming

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Business Excellence in FDC

1. The following criteria will be assessed when determining the quarterly recipient of Windermere Family Day Care's Business Excellence Award:

Area	Criteria
Business Presentation	<ol style="list-style-type: none"> 1. Set-up of environment 2. Well planned orientation provided to families 3. Active business advertising on Social Media and within the local community
Communication Skills with Stakeholders	<ol style="list-style-type: none"> 1. Family Engagement 2. Collaborative engagement with Windermere
Active Marketing	<ol style="list-style-type: none"> 1. Utilisation of self-marketing strategies 2. Engagement with community
Business Administration	<ol style="list-style-type: none"> 1. Attendance Records compliant 2. Family files compliant 3. Active training attendance 4. Maintenance of First Aid, insurances, WWCC, Police Check and car requirements 5. Registration, assessment and rating and Sunsmart records on display 6. Being a valued contributor to the development of service related procedures

Award and Recognition Schedule

1. Years of Service and Award Recipients will be recognised quarterly as per the below schedule:

Date	Recipient Identified (according to years of service and/or quarterly performance against specified criteria)	Presentation
October 2016	By 21/10/16	Presented at end of year celebration (NOV) with years of service awards Display in Newsletter
January 2017	By 6/1/17	Delivered by Manager or ECP Display in end of month Newsletter
April 2017 (family nomination*)	By 7/4/17 NOTE: nominations will open 1/03/17 and close 1/04/17	Delivered by Manager or ECP Display in end of month Newsletter
July 2017	By 7/7/17	Delivered by Manager or ECP Display in end of month Newsletter
October 2017	By 8/10/17	Presented at end of year celebration (NOV) with years of service awards Display in Newsletter



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January 2018	By 5/1/18	Delivered by Manager or ECP Display in end of month Newsletter
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* Families will be invited annually by Coordination Unit to nominate educators for Service Awards

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- Family Day Care Procedure Manual:
 - Staffing Arrangements