



ASSIST!

The support program for education and care services

Yes I want Assistance. Sign me/us up.

Need help filling out this form?

Call us on **(02) 9779 9999** and we can complete it over the phone.

1. Contact details:

Name of service/proposed service

Contact person

Address of service

Suburb Postcode State

Phone number () Email address

2. Is your service

Privately owned Community based not-for-profit Sponsored (Council or other body)

3. Is your service

New Established

4. What type of education and care service is it?

Family Day Care Long Day Care Preschool
 Outside School Hours Care In-Home Care Occasional Child Care Other

5. If established, how long has your service been operating for?

6. If new, when do you propose opening?

7. What level of Assistance do you want?

(descriptions below – if still not sure please call us on (02) 9779 9999 for advice)

Check-up Medium Intensive

Check-up Assist: Costs \$780 + GST

- This level of support is for services that have concerns about one or two areas of operation only, or for services that just want to check that they are on track and ask questions of an expert.
- The support will be delivered by Skype, email and phone only and will be up to 6 hours. Support will include discussion and verbal support, guidance towards resources/publications/websites and other agencies as required.

Medium Assist: Costs \$1300 + GST (+ associated travel costs)

- This level of support is for services that have concerns about a number of areas of operation or for services that want a thorough check on existing operations and the opportunity to ask in depth questions of an expert face to face.
- The support may be delivered by a 3-hour (maximum) face to face meeting, Skype, email and phone and will provide up to 13 hours of support in total. Support will include discussion and verbal support, guidance towards resources/publications/websites and other agencies as required, assessment of documentation, assistance in devising an action plan based on support outcomes.

Intensive Assist: Costs \$1800 + GST (+ associated travel costs)

- This level of support is for existing services that have multiple issues or an area of operation that needs substantial review. This level of support is also for new or proposed services that are lost or overwhelmed by the approval process or establishing their service.
- The support may be delivered by two 3-hour (maximum) face to face meetings or visits, Skype, email and phone and will provide up to 16 hours of support in total. Support will include discussion and verbal support, guidance towards resources / publications / websites and other agencies as required, assessment of documentation, assistance in devising an action plan based on support outcomes.

8. What areas of operation do you want Assistance in?

Existing services

- | | | | |
|--|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Management | <input type="checkbox"/> HR | <input type="checkbox"/> QIP | <input type="checkbox"/> Policies and Procedures |
| <input type="checkbox"/> Assessment and Rating | <input type="checkbox"/> Structure | <input type="checkbox"/> Finances | <input type="checkbox"/> Supporting educators |
| <input type="checkbox"/> Quality Improvement including QIP | <input type="checkbox"/> Other | | |

New services

- | | | | |
|---|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Service Approval Processes | <input type="checkbox"/> Approval | <input type="checkbox"/> Administration | <input type="checkbox"/> Structure |
| <input type="checkbox"/> Policies and Procedures | <input type="checkbox"/> Finances | <input type="checkbox"/> Supporting Educators | |
| <input type="checkbox"/> Quality Improvement | <input type="checkbox"/> Everything | <input type="checkbox"/> Other | |

9. What do you want to achieve from Assist?

10. Who will be involved in Assist from your service?

Name/s

Position/s

11. Who will be your main contact person?

Name/s

Position/s

Contact details (if different from above):

Phone number () Email address

12. How many children do you or do you intend to care for?

13. How many educators do you have or intend to have?

14. How many families use your service or will use your service?

Please send completed form via email to assist@peaktraining.net.au
or by post to **PEAK Training PO Box 386, Summer Hill NSW 2130**

CONTACT

assist@peaktraining.net.au

Phone: (02) 9779 9999

