

Checklist of Documentation for a New Child Care Centre

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Application Form	
PERSONAL DOCUMENTS	
LRP	
1. Verification of Identity Card	
2. Verification of Police Conduct (Issued within the last 2 months of application form submission)	
3. Verification of clearance of Protection of Minors (to be renewed annually)	
4. Verification of Food Handling Certificate (if applicable)	
5. Verification of 2 Referee Forms	
6. Verification of Fire Warden Certificate (if applicable)	
Centre Manager	
7. Verification of Identity Card	
8. Verification of Police Conduct (Issued within the last 2 months of application form submission)	
9. Verification of Paediatric First Aid Certificate	
10. Verification of clearance of Protection of Minors (to be renewed annually)	
11. Verification of Food Handling Certificate (if applicable)	
12. Verification of 2 Referee Forms	
13. Verification of Fire Warden Certificate	
14. Verification of Approval of Requirements from MEDS	
Childcare Educator (CCE)	
15. Verification of Identity Card	
16. Verification of Police Conduct (Issued within the last 2 months of application form submission)	
17. Verification of Paediatric First Aid Certificate	
18. Verification of clearance of Protection of Minors (to be renewed annually)	
19. Verification of Food Handling Certificate	
20. Verification of 2 Referee Forms	
21. Verification of Fire Warden Certificate (if applicable)	
22. Verification of Approval of Requirements from MEDS	
Other Staff	
23. Verification of Identity Card	
24. Verification of Police Conduct (Issued within the last 2 months of application form submission)	
25. Verification of clearance of Protection of Minors (to be renewed annually)	
26. Verification of 2 Referee Forms	
27. Verification of Fire Warden Certificate (if applicable)	
BUSINESS DOCUMENTS	
28. PA permit including Sectional Drawings, Approved Plans of Premises and all Approved Documents	
29. CRPD Final Compliance Certificate	
30. PA Final Compliance Certificate (Completion)	

31. Manual of Policies and Procedures (refer to contents below)	
32. Detailed list of fees (when charged by the Child Day Care Facility)	
33. Certification of electrical installation by an electrician (Wireman's Licence A or B as appropriate)	
34. Annual certification of electrical appliances through a PAT (Portable Appliance Testing) regime by a licensed electrician	
35. Health and Safety Risk Assessment Report by a competent person which is updated as necessary and must include a specific reference to each of the following points: <ul style="list-style-type: none"> - <i>all materials (including furniture), paints and toys are certified lead free</i> - <i>all furniture and toys are certified as safe, of good quality and suitable for the child age group/s</i> - <i>indoor and outdoor flooring are non-slip</i> - <i>only safety glass/shatterproof glass is used at the facility (protective film may be utilized on glass/windows/doors)</i> - <i>childproof locks on windows/cupboards/drawers installed</i> - <i>all natural resources are used according to safety requirements in relation to the children's age and competences</i> 	
36. Fire Safety, Ventilation, Noise, Light and Air Quality Report by a warranted Engineer	
37. Fire Safety, Ventilation, Noise, Light and Air Quality follow-up Compliance Certificate ensuring that any concerns raised in the Engineer's report have been duly addressed.	
38. Lease Agreement/Contract denoting ownership (where applicable)	
39. General Liability Insurance Policy Cover including all occupants of the Child Day Care Centre.	
40. Any other documentation as may be required by the DQSE for confirmation of observance of the National Standards for Early Childhood Education and Care Services (0-3 Years)	

Contents of Policies and Procedures Manual

The philosophy of the centre
The centre's approach to care, learning and play
Internal review process
Assessment practices
Admission to the centre
Admission to child day care facility
Equitable opportunities
Transitions
Healthy eating
Positive behaviour management
Working in partnership with parents
Working in partnership with Early Years Professionals
Sick children
Sanitary
Medication
Immunisation
Accident management
Emergency Preparedness Plan (Fire Safety and Evacuation)
Uncollected child
Child protection
Data protection
Complaints about the service
Whistle blowing
Staff recruitment
Staff development
Staff supervision
Night ECEC Service (if applicable)

<i>Appendices:</i>
Parent/Guardian's consent Forms (outings, data protection, parental agreement with policies)
Injury Report Template
Complaint Form
Admission Form
Cleaning routine
Fees structure
Any other appendices: (please specify)