4. New Child Starter Paperwork Policy

**Policy Statement**

It is the policy of Links Childcare to ensure that all relevant paperwork is kept on file for each child on the premises, in accordance with the Pre-School Regulations.

**Procedure**

On the child’s first day in attendance at the crèche, it is the parent’s responsibility to complete all areas of the following documentation before leaving the crèche:

1. Child Record/Registration Form – to include record of child immunisations
2. Calpol Medicine Administration Form
3. Direct Debit Mandate Form
4. Anaphylaxis Care Plan & Emergency Plan if applicable

The parents must provide the following items clearly labelled:

- Fully prepared milk bottle if required (refer to Powder Infant Formula Policy)
- Soother & Container
- Nappies, nappy wipes, nappy creams, nappy bags
- Change of Clothes
- Water Beaker
- Baby grow/blanket for sleep (cellular blanket required for under 1 year olds)
- Family photographs for the child’s room
- Sunscreen

**Pre-School Children**

- Scrap book to document children’s learning throughout the year
- Several Individual pictures of the child for the pre-school room - they can all be the same (this will be used for child’s coat hook, self-registration, etc.)
- Uniform for Pre-School Children can be purchased at [http://www.ofarrellschoolwear.com/](http://www.ofarrellschoolwear.com/)
  - Links Childcare Jumper
  - Links Childcare Red TShirt
  - Navy tracksuit bottoms, skirt (can be purchased from any retail shop)

**Review**

Management in consultation with staff monitors and reviews the effectiveness of this policy yearly or as required.