



LINKS CHILDCARE POLICIES & PROCEDURES

New Child Starter Paperwork Policy

Last Review Date: April 2023

Policy No. 4

Issue Date: March 2019

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

Prior to the child's first day the following documents should have been completed:

1. Direct Debit form must be posted to Head Office
2. A copy of the parent agreement form for NCS funding if applicable should be emailed to Head Office

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 Form part 1 and part 2 – to include record of child immunisations
2. Calpol Medicine Administration Form
3. 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/>
 - Links Childcare Jumper
 - Links Childcare Red T-shirt
 - 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.

Review Dates:	January 2020	October 2020	March 2022	April 2023
----------------------	--------------	--------------	------------	------------