

Policy Statement

It is the policy of Precious Children Daycare 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 or Afterschool.

It is the parent's responsibility to complete all areas of the following documentation before leaving the Creche or Afterschool:

- Child Record/Registration Form – to include record of child immunisations
- The Parental Agreement
- The Authorisation for medical treatment
- The Authorisation to administer anti-febrile medication
- Outings Authorisation
- Photographs /Video Authorisation
- Authorised persons to collect child
- Calpol Medicine Administration Form
- Direct Debit Mandate Form
- Anaphylaxis Care Plan & Emergency Plan (if applicable)
- Facebook, Social Media and Communication Authorisation

The parents must provide the following items clearly labelled:

- ✓ Soother & Container
- ✓ Nappies, nappy wipes, nappy creams, nappy bags - toddlers
- ✓ Change of Clothes – For Afterschool Attendees they must organise their own clothing for daily changes
- ✓ Water Beaker
- ✓ 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.)