

What needs to be available for quick reference for Department or Assessment Visits.

Items	Checked Date	Checked Date	Checked Date	Comment
Attendance sheet for each child in your care across the week – Either Electronically or paper (All names – first and last of Educator, child and parent must also be completed) These must be stored separately for each family.				
Family Detail Report for every child (Either Electronically on Harmony or paper)				
Visitor sign in/out sheet (overnight visitor is applicable)				
Risk Management Forms (new updated form within the year)				
Regular outing forms for each family				
Emergency ID/descriptions with emergency contacts				
Pet Risk Management (if applicable)				
Own child Risk Management (If applicable)				
Play Equipment Risk Management (if applicable)				
Home Risk Assessment (for work being carried out on home if applicable)				
Weekly Plan for your group – including evaluation				
Celebration and Accomplishment sheets on each Under School Age Child				
Current First aid and Cpr Certificate				
Bluecards of Educator and all adult occupants				
Menu displayed (if applicable)				
Relevant documents for Educational Assistants				
Anaphylaxis and Asthma plans displayed (if required)				
Medication Forms available (if required) stored separately				
Service Approval and service information (2 forms)				
All paperwork /signage required in the Home Safety Fire Evacuation Plan (front and back) Emergency Evacuation Procedure (front and back) Evacuation/Fire Drill Record Certificate of Registration Nappy Change Procedure Assessment and Rating Poster				

At all times while caring for Children your House must maintain all standards outlined in the Home Safety Assessment.