

Checklist of Documentation for a Night ECEC



N.B.

- **Other documents (as per Appendix 1 of the Registration Criteria for Early Childhood Education and Care Services 0-3 years) must always be available for compliance purposes.**
- **The DQSE reserves the right to request documentation as required following the outcome of the Temporary Licensing visit.**

(✓)

Application Form	
PERSONAL DOCUMENTS	
LRP	
1. Identity Card (front and back)	
2. Police Conduct (Issued within 1 year of application form submission)	
3. Clearance of Protection of Minors (to be renewed annually)	
Childcare Educator with Supervisory duties	
4. Identity Card (front and back)	
5. Verification of Police Conduct (Issued within 1 year of application form submission)	
6. Paediatric First Aid Certificate	
7. Clearance of Protection of Minors (to be renewed annually)	
8. Food Handling Certificate	
9. Fire Warden Certificate (if applicable)	
10. Approval of Requirements from ERD	
11. Proof of completion of training on measures that can be taken to reduce risk of Sudden Infant Death Syndrome (SIDS).	
Childcare Educators	
12. Identity Card (front and back)	
13. Verification of Police Conduct (Issued within 1 year of application form submission)	
14. Paediatric First Aid Certificate	
15. Clearance of Protection of Minors (to be renewed annually)	
16. Food Handling Certificate	
17. Fire Warden Certificate (if applicable)	
18. Approval of Requirements from ERD	
Other Staff	
19. Identity Card (front and back)	
20. Police Conduct (Issued within 1 year of application form submission)	
21. Clearance of Protection of Minors (to be renewed annually)	

BUSINESS DOCUMENTS	
<p>22. Architectural drawing indicating:</p> <ul style="list-style-type: none"> - all furniture and room measurements. - setting of cots and/or beds in adherence to Section 5 of the <i>Registration Criteria for Early Childhood Education and Care Services (0-3 years)</i>. 	
23. Night ECEC Service Policy (refer to contents below)	
24. A Health and Safety declaration letter by a competent person declaring that the premises are safe, fit for purpose for Night ECEC service provision and according to Appendix 1 of the <i>Registration Criteria for Early Childhood Education and Care Services 0-3 years</i> . (valid for 2 years)	
25. General Liability Insurance Policy Cover covering all occupants of the Child Day Care Centre and the Night ECEC service provision.	
26. Sample work schedules of staff members (in excel format)- <i>one for day operation hours and one for night operation hours</i> .	
27. 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 Night ECEC Service Policy

A policy which informs the centre's practices and procedures adopted during night service. This should include information related to:

<p>Child protection <i>In the child protection policy reference is to be made to the Night ECEC service provision. This policy is to provide clear guidelines in relation to the physical contact considered appropriate for night time routines and when attending to the children's hygiene needs.</i></p>
<p>Safe sleep practices, sleeping arrangements and procedures <i>Effective sleep practices are important factors in ensuring a child feels safe and secure. Children have different sleep patterns and should be respected.</i></p>
<p>Bedtime routine including information regarding screen time <i>According to the World Health Organisation (WHO) recommendations (2019), limiting screen time can provide additional health benefits. Engagement in reading and storytelling is encouraged.</i></p>
<p>Supervision of children <i>Children should be supervised at all times as indicated in the National Standards for Early Childhood Education and Care Services (0-3 years) Standard 1.3</i></p>
<p>Managing difficulties around sleeping habits <i>This may include instances when a child fails to settle to sleep, procedures related to bed wetting and nightmares.</i></p>

