



**Checklist of Documentation to submit for a New Child Care Centre Licence**

**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	
<b>PERSONAL DOCUMENTS</b>	
<b>LRP</b>	
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)	
4. Self-Declaration Form	
<b>Centre Manager</b>	
5. Identity Card (front and back)	
6. Verification of Police Conduct (Issued within 1 year of application form submission)	
7. Paediatric First Aid Certificate	
8. Clearance of Protection of Minors (to be renewed annually)	
9. Food Handling Certificate	
10. Fire Warden Certificate (if applicable)	
11. Approval of Requirements from ERD	
12. Self-Declaration Form	
<b>Childcare Educator (CCE)</b>	
13. Identity Card (front and back)	
14. Verification of Police Conduct (Issued within 1 year of application form submission)	
15. Paediatric First Aid Certificate	
16. Clearance of Protection of Minors (to be renewed annually)	
17. Food Handling Certificate	
18. Fire Warden Certificate (if applicable)	
19. Approval of Requirements from ERD	
20. Self-Declaration Form	

<b>BUSINESS DOCUMENTS</b>	
21. Manual of Policies and Procedures (refer to contents below)	
22. An architect's declaration that the premises are in line with the Planning Authority Class 2C final approved plan.	
23. An annual declaration by a licensed electrician that both the electrical installation and all electrical appliances are safe and fit for use.	
24. A Health and Safety declaration letter by a competent person declaring that the premises are safe, fit for purpose 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. Lease Agreement/Contract denoting ownership (where applicable)	
26. General Liability Insurance Cover covering all occupants of the Child Day Care Centre.	
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 Policies and Procedures Manual**

<b>The philosophy of the centre</b>
<b>The centre's approach to care, learning and play</b>
<b>Internal review process</b>
<b>Assessment practices</b>
<b>Admission to the centre</b>
<b>Equitable opportunities (Inclusion Policy)</b>
<b>Transitions</b>
<b>Healthy eating</b>
<b>Positive behaviour management</b>
<b>Working in partnership with parents</b>
<b>Working in partnership with Early Years Professionals</b>
<b>Sick children</b>
<b>Sanitary</b>
<b>Medication</b>
<b>Immunisation</b>
<b>Accident management</b>
<b>Emergency Preparedness Plan (Fire Safety and Evacuation)</b>
<b>Uncollected child</b>
<b>Child protection</b>

<b>Data protection</b>
<b>Complaints about the service</b>
<b>Whistle blowing</b>
<b>Staff recruitment (generic staff profile indicating the selection criteria used by the Childcare Centre)</b>
<b>Staff development</b>
<b>Staff supervision</b>
<b>Night ECEC Service (if applicable)</b>

<b><i>Appendices:</i></b>
Parent/Guardian's consent Forms (outings, data protection, parental agreement with policies)
Injury Report Template
Complaint Form
Admission Form
Cleaning routine
Any other appendices: (please specify)