



WHAT DOCUMENTS ARE REQUIRED DURING THE SOCIAL WORKER SITE VISIT?

These are the on-site documents that can either be completed before the Social Worker site visit or during the visit – contact your Social Worker for guidance.

Remember these documents are different from the Silver/Gold application submission documents that you uploaded to eCares. Make sure that BOTH SUBMISSION AND ON-SITE DOCUMENTS are available at your programme for the social worker visit.

Social workers will review some of the documents listed below during their visit to your programme. Make sure that all Silver/Gold documents you submitted are also available at your programme for the social worker visit.



Attendance Register

Knowing who is absent and present each day is important for good management and planning, and essential if you want to apply for the ECD Subsidy.



ACCIDENT AND INCIDENT REGISTER

Records of accidents, illnesses and other harmful events that occur at the ECD programme. These provide an important record, which can be shared with parents, detailing what happened and what steps staff took.



DISCIPLINE REGISTER

Records behavioural issues or incidents of children and the discipline method used to address it.



MEDICINE REGISTER

Records any medicines given to children if an ECD programme administers medicine.



STRUCTURAL DISASTER AND EMERGENCY PROCEDURES

Outlines the steps to follow during disaster or emergencies that are beyond the control of the ECD programme.



CHILD ADMISSION FORM

Before a child enrolls in a programme, parents should complete a child admission form that provides basic personal information about the child. It is important that the staff know about any medical or other problems.



HEALTH AND HYGIENE POLICY

Lists your rules for keeping your facility clean, ensuring that children and staff are safe and healthy, and describes how you manage sick children.