



WHAT IS THE DIFFERENCE BETWEEN ON-SITE DOCUMENTS AND SUBMISSION DOCUMENTS?



Submission (S) documents must be completed and uploaded to eCares with your Silver/Gold application. These include:

- Business Plan
- Hand-drawn Site Layout
- Emergency Plan
- Implementation Plan

On-site (V) documents can either be completed before the Social Worker site visit or during the visit – contact your Social Worker for guidance. These documents include:

- Accident and Incident Register
- Health & Hygiene Policy
- Attendance Register
- Child Admission Form

It is important to have both the submission documents and on-site documents available at the social worker site visit.

NOTE: **A non-centre based programme will not fail or be penalised if they do not have on-site (V) documents but it is recommended** that you do have them for effective management of your ECD.

[Click here for access to all these documents](#)

[ALL DOCUMENTS](#)