



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
- Discipline Register
- Medicine Administration Registration
- Structural Disaster & Emergency Procedures (for Gold registration only)

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 is only required to submit one on-site document and that is the Health and Hygiene Policy.** They will not fail or be penalised if they do not have the other 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



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