



Exited Children's Checklist



Educator Name _____ Date _____

Child Name _____ Child DOB _____

Date of Last Day in Care _____

Was the position for 'Relief Care' only? Yes No

Is the child staying for potential 'Casual' Or 'Vacation' care? (i.e. no sessions booking) Yes No

The list of forms/documents below needs to be returned to the Approved Service after a child leaves your care.
These forms/documents will be stored on the child's file.
Please 'tick' all applicable forms/documents on the 'Exit Children's Checklist' below and return to Approved Service.

Excursion and Permission forms	Yes	No	NA
Medical Condition Risk Minimisation and Communication Plan	Yes	No	NA
Medication Administration and Permission forms	Yes	No	NA
Incident, Injury, Trauma and Illness forms	Yes	No	NA
Minor Incident or Illness record	Yes	No	NA
Other	Yes	No	NA
Other	Yes	No	NA

Comment:

Office Use Only

- Was the child absent for their last booked session of care? i.e. where CCS was claimed
If yes, ensure session was processed as CCS EXEMPT. If not already EXEMPT, cancel Timesheet and reprocess as CCS EXEMPT.
If no – no further action required.
- Can the CCS Enrolment be End Dated?
If yes, ensure that the last Timesheet has been processed. Then enter an end date on the CCS tab.
If no, this must be because the child may use casual or vacation care in the future.
- Can the Guardian be archived?
If yes, on the Guardian tab click 'Is Active' to display 'No'.
If no, this must be because the child may use casual or vacation care in the future. Or have a sibling with a current booking.
- Can the child's profile be Stop Dated?
If yes, points 1-3 above need to be successfully actioned before entering a stop date. And then click 'Is Active' to display 'No'.
If no, this must be because the child may use casual or vacation care in the future
- Can the Child's file be archived? I.e. file on server
If yes, save the 'Exited Children's Checklist' form in the 'Misc' folder. Move child's file to 'Exited Children' folder as per year of birth.
If no, this must be because the child may use casual or vacation care in the future
- Send exit survey to client