

Pets:

- Current vaccination records

Program policies:

- Dated and current Policies & Procedures Manual

Safety:

- Fire and safety checklist
- Accident/ ● Incident records



The Organizational Tool Box

Computer, computer database

Daily planner, weekly calendar

Electronic organizer (palm pilot, etc.)

Filing cabinet, filing systems

Desktop organizers

White board/blackboard

Getting organised involves being both **efficient** (doing your work as quickly and easily as possible), and **effective** (doing the work that will bring the greatest return on your efforts).

Organisational skills can help you cope with the daily tasks. They provide structure, create appearance of order and reduce daily stress levels.

The purpose of this leaflet is to help you to focus on the many facets of your childminding service and help to make decisions on what works the best for you.



Dublin City

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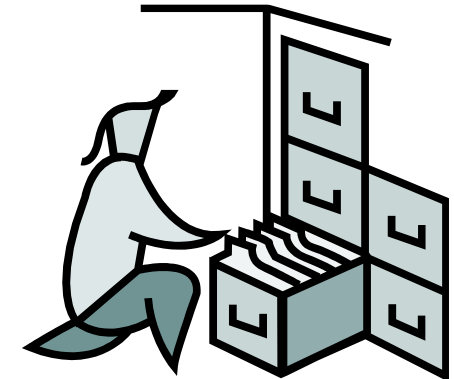
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Dublin City Childcare Committee LTD

Organisational & Record Keeping Tips for Childminders



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Childminding is a demanding profession which requires efficient usage of time.

What records should a childminder keep?

Activity plans:

- Daily, weekly, monthly activity plans
- Activity ideas

Equipment records:

- Lists of major equipment items:
 - Sources
 - Costs
 - Warranties
- Maintenance manuals

Financial records:

- Parent contracts
- Attendance records
- Fees collected
- Receipts for all expenditures

Food service:

- Copies of menus and food served
- Food allergy information

Home records:

- Utility bills
- Home improvement records
- Appliance/furniture expenses
- Maintenance and upkeep records

Insurance records:

- Home/childminding
- Car

* Notice Boards are effective way to post information for parents:

- Menus
- Activity plans for the week
- Daily schedules
- Wish list
- Parent news
- Outing information
- Evacuation plan
- Fire and safety checklist
- Community events

Record Keeping Tips

* Many childminding services use a separate bank account to keep their income and expense records

* A portable file box is excellent resource for organising financial records

*The importance of record keeping:

- Allows you to track your income and spending habits
- Provides information for your future budgeting needs
- Provides necessary information for declaring tax to the Revenue Commissioners

Yourself:

- Garda Vetting
- Documentation on training
- First Aid Certification

Children's records:

- Child Information form, including:
 - Medical/Health information
 - Date of Birth
 - Date of first day of attendance
 - Emergency contact information
 - Emergency Medical Consent
- Transportation permission
- Authorization to administer medication (if applicable)
- Outings permission
- Parent conference notes
- Documentation of other parent communications

Emergency plans:

- Full contact information of emergency back-up person
- Emergency phone numbers on display
- Policies and procedures for emergency evacuations:
 - Medical emergencies
 - Unauthorized child pick-up
 - Other, as deemed necessary