

Guidelines for Record Keeping in Kindergartens

Childrens Details	1	Completed, signed Enrolment Form – with signature every time the enrolment agreement changes – with full name, date of birth, home address, sessions to be attended, dual enrolment confirmation and includes signed Attestation Form and Fee Exemption/Variation Forms.	7 years
	2	Emergency contact details	7 years
	3	Immunisation Register	7 years
	4	Details of legal access	7 years
	5	Details of collection arrangements	7 years
	6	Details of chronic illnesses	7 years
	7	Details of medical conditions and medication required	7 years
	8	Details of start and finish dates of children attending Kindergarten	7 years
	9	Historical Admission books –these are a record of all the children that have attended your Kindergarten in the past	For Life
	10	Waiting lists	As Required
	11	Unclaimed portfolios/learning journeys	At least 2 terms
	12	Any other information or correspondence relating to a particular child including legal documents	7 years
	13	IEP's or IDP's	Give to family when child leaves
Rolls	1	Attendance register –held electronically within InfoCare – must have full name, date and time of attendance, notes and explanations for absences	7 years
	2	Parent's verification on sign in sheet – times plus signature for all kindergartens	7 years
	3	Parent verification of absences (for 9+12 rule)	7 years
	4	EC 12/13 certificates	7 years
	5	Staff Registers for staff hour count	7 years
	6	Any confirmation of an unplanned closure (eg due to water shut off)	7 years
Health & Safety	1	Daily Hazard Checklists	2 years
	2	Playground Inspection (Operational) Reports	2 years
	3	Annual Hazard Reviews	2 years
	4	Accident Records and Analyses – both GOSH and Minor Incident/Event	2 years
	5	Changing Book	2 years
	6	Contractors' Log Book	2 years
	7	Excursion Approvals and documentation	2 years
	8	Evacuation notification reports	2 years

Finance	1	Payments to be Approved Forms	7 years
	2	Petty Cash Reconciliation Forms	7 years
	3	Bank Statements	7 years
	4	Old cheque and deposit books	7 years
	5	All invoices and statements	7 years
	6	Any cancelled or returned cheques	7 years
	7	All duplicate/triplicate receipt books	7 years
	8	Record of Fees and Whānau Payments paid – (in InfoCare)	7 years

Committee Records	1	Minutes of all meetings (including HT Report)– signed by President	7 years
	2	Minutes of the Annual Meeting (including President’s and HT’s Report) – signed by President	7 years
	3	Monthly financial reports	7 years
	4	General correspondence	As required
	5	Details of major projects – often useful for later reference.	As required
	6	Fundraising information – often useful for future committees to refer to	As required

Property/Equipment	1	Details of Paint Colour	As Required
	2	Warranties, handbooks, guidelines etc	Life of equipment
	3	Suppliers details	Life of equipment
	4	Playground Files – refer to H&S Handbook – Safety Management System	Life of equipment

Other Records	1	Teaching and Learning Plan	Next ERO visit
	2	Minutes, reports from the Association (where appropriate)	As required
	3	Reports from ERO	Next ERO visit
	4	Senior Teaching Team – visit reports	Next ERO visit
	5	Internal Evaluation documentation	Next ERO visit
	6	Annual Review	Next ERO visit