

Children's Details	1	Completed, signed Enrolment Form - with signature every time the enrolment agreement changes (eg move from PM to AM) - must have full name, date of birth, home address, sessions to be attended, dual enrolment confirmation. Must also include signed Attestation Form and any 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 date child started and finished attending the Kindergarten	7 years
	9	Admission book - Not required with InfoCare - but PLEASE KEEP ALL OLD BOOKS - these are a record of all the children that have attended your Kindergarten	For Life
	10	Waiting lists	As Required
	11	Unclaimed portfolios	As Required (at least 1 term)
	12	Any other information or correspondence relating to a particular child	7 years
	13	Legal documents relating to a child	7 years
	14	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 Sign in sheets must be kept 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 safety checks (once a term)	2 years
	3	Annual Hazard Reviews	2 years
	4	Accident Records and Analyses	2 years
	5	Changing Book	2 years
	6	Contractors' Log Book	2 years
	7	Approvals for excursions	2 years
	8	Any contractor H&S inductions (these would normally be done by Property Manager and kept on Association Files)	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 paid - (in InfoCare)	7 years

Committee Records	1	Minutes of all meetings (including HT Report)- signed by President. These should include the record of consultation on policies, philosophy, DOPs etc	7 years
	2	Minutes of the AGM (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 used inside/outside of building	As required
	2	Warranties, handbooks, guidebooks etc	For life of equipment
	3	Supplier details (if invoice likely to be hard to relocate)	For life of equipment
	4	Playground Files - refer to H&S Handbook - Safety Management System	For life of equipment

Other Records	1	Annual Plans	Keep until next ERO visit.
	2	Termly/Weekly Plans	Keep until next ERO visit.
	3	Programme Evaluations	Keep until next ERO visit.
	4	Minutes, reports from the Assn	Not Required - copies held centrally
	5	General Correspondence	As required
	6	Reports from MOE	Keep until next ERO visit.
	7	Reports from ERO	Keep until next ERO visit.
	8	Reports from Hutt Valley Health	Keep until next HVH visit.
	9	Visit Reports - PPM Team	Keep until next ERO visit.
	10	Self-Review Documentation	Keep until next ERO visit.
	11	Self-Audit Documentation	1 year
	12	Family Feedback Survey Results	Keep until next ERO visit.