**What Paperwork to fill in and when**

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| **Every day** | Registers with the exact time they arrived and left your home |
| **Every week** | Plans and mini observations written |
| 1 | My Unique Child | To be filled in by the parents, to be in place when the child starts |
| 2 | Development Assessment | This should be discussed with the parents before the child starts, then highlight all that the child can do. This will give you your starting points and next steps. This should then be used every 12 weeks using a different coloured highlighter each time. This form will build up a picture of the child’s development. |
| 3 | Starting points | This is to be filled in with parents before their child starts, to get the child’s First Steps |
| 4 | Long observation | Every 3 months |
| 5 | 6 month Reviews | Every 6 months, until the two year check, parents must give feedback on this |
| 6 | Two year check/integrated review | When a child is two before the health visitors two year integrated review check, do this instead of the 6 month review. Parents must give feedback on this. A copy must be given to parents for them to give the health visitor; you should try and attend the meeting with the Parent and Health Visitor. Get the Health Visitor to sign and add any actions. |
| 7 | 6 month review | Every 6 months until the child leaves, parents must give feedback on this. |
| 8 | Transition form | This is to be written when a child is leaving, a copy must be given to the parents to pass on to the child’s new setting |

All of these should be placed in the childs individual folder