

# Child/Children's Exit Form



<b>Educator's Name:</b>	<b>Date:</b>
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<b>Child / Children's Full Name:</b>
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<b>Last Day of Care:</b>
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<b>NOTES/COMMENTS/FEEDBACK:</b>
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Please ensure records below are stored confidentially for 3 years after children exit care.

**Documentation of child's assessments or evaluations for delivery of the educational program**  
For a child of preschool age or under, this documentation must include:

- assessments of the child's developmental needs, interests, experiences, and participation in educational program
- assessments of the child's progress against the outcomes of the educational program.

For a child over preschool age, this documentation must include:

- evaluations of the child's wellbeing, development and learning

**Other Records and documentation:**

- Medication Forms
- Regular transport, Regular outing and Excursion Forms relating to the child to be kept on child enrolment
- Incident, injury, trauma and Illness Record
- Record of Visitors

<p><b>Legislation</b></p> <p>Part 4.1 Educational program and practice The documentation of child assessments or evaluations for delivery of the educational program as set out in regulation. Refer: Education and Care Services National Regulation 74, 75. Guide to NQF page 364 -Type and amount of documentation to be kept. <a href="https://www.acecqa.gov.au/sites/default/files/2018-03/FDC_RecordKeeping.pdf#:~:text=A">Guide-to-the-NQF-March-2023.pdf (acecqa.gov.au)</a> Record Keeping in FDC <a href="https://www.acecqa.gov.au/sites/default/files/2018-03/FDC_RecordKeeping.pdf#:~:text=A">https://www.acecqa.gov.au/sites/default/files/2018-03/FDC_RecordKeeping.pdf#:~:text=A</a> 183 Storage of records and other documents (1) The approved provider of an education and care service must ensure that records and documents set out in regulation 177 are stored— (a) in a safe and secure place; and (b) for the relevant period set out in sub regulation (2). (2) The records must be kept— (d) in the case of any other record relating to a child enrolled at the education and care service, until the end of 3 years after the last date on which the child was educated and cared for by the service;</p>
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