



CCS APPLICATION CHECKLIST

CURRENT DOCUMENTS REQUIRED	✓
ASIC Registration Certificate	
PASSPORT/DRIVER'S LICENSE	
INSOLVENCY CHECK	
NAME CHECK	
POLICE CHECK	
WORKING WITH CHILDRENS CHECK	
ACCREDITATIONS - DIPLOMA EDUCATION AND CARE	
RESUME	
FIRST AID	
APPROVED PROVIDER	
SERVICE APPROVAL	
FEE SETTING INFORMATION	
WORKCOVER INSURANCE	
PUBLIC LIABILITY INSURANCE	
BUSINESS PLAN	
POLICIES AND PROCEDURES (WITH ATTACHMENTS)	
ATTACHMENTS FOR BUSINESS PLAN	
Sample Contractor Contracts	

Parent Handbook	
Educator Handbook	
Sample parent agreement	
<u>SUGGESTED</u>	
If you have reference to TAE or conducting in-house training for your educators in your Business Plan you may consider adding a lesson plan or sample slideshow of a presentation you may have developed	
Quality Improvement Plan to support the implementation of the Business Plan (particularly Quality Area 7)	
Draft copies of proposed ads and/or flyers for educators and families	
Information or evidence of professional development	
*Anything other evidence you think may support your application	