NELSON TASMAN KINDERGARTENS

RECORD ARCHIVING

EASIEST METHOD:

KEEP ALL RECORDS FOR 7 YEARS

STORE EACH YEARS RECORDS IN BOXES WITH THAT YEAR MARKED ON THEM, SO THEY CAN BE THROWN AWAY WHEN 7 YEARS IS UP.

FOR HISTORICAL INFORMATION FOR YOUR KINDERGARTEN, YOU MAY WISH TO KEEP YOUR COMMITTEE MINUTES AND REGISTERS FOR LONGER.

Early Childhood Regulation S 38.(see Kindergarten Manual - R1: Page 24)

For Kindergarten, requires that the following records must be kept for 7 years.

Enrolment Forms - this includes all information pertaining to the child’s enrolment

i.e.- Attestation Forms

- Confirmation of Enrolment Forms etc.

Sign In Sheets

Accident/First Aid/Illness records.

Treasurers Papers – all invoices, cheque books, receipt books, bank statements etc

As the regulations are silent on other records, excursions etc, I have been advised by the Ministry of Education to keep all for 7 years, as suggested above.

(Note Education Gazette do not have to be kept)

Trish Casey

CEO