



**MINISTRY OF GENDER, CHILDREN AND SOCIAL DEVELOPMENT  
DEPARTMENT OF CHILDREN'S SERVICES**

**CCI CHECK LIST**

1. APPLICATION FORM - SCHEDULE 1 -- 3 copies
- ✓ 2. AAC MINUTES
- ✓ 3. AAC INSPECTION REPORT
4. PUBLIC HEALTH INSPECTION REPORT
5. MISSION AND POLICY STATEMENT – TO COM-PLY TO SCHEDULE 9
6. AUDITED FINANCIAL ACCOUNTS/BOOKS OF ACCOUNTS
7. CERTIFICATE OF CORPORATE REGISTRATION/LIST OF TRUSTEES
8. CHILDREN'S COMPLAINT PROCEDURE
9. BEHAVIOUR MANAGEMENT POLICY FOR CHILDREN
10. CERTIFICATE OF GOOD CONDUCT FOR ALL STAFF FROM POLICE
11. CVs FOR ALL STAFF
12. MEDICAL CERTIFICATES FOR FOOD HANDLERS —