

SUGGESTED CHECK LIST WHEN PURCHASING AN EXISTING CHILD CARE CENTRE

- Work closely with your accountant to ensure due diligence is carried out thoroughly
 - Contact regional office of Department of Communities (CCSQ) re transfer of licence
 - Apply for a Blue Card – Person carrying on a childcare for business blue card application form (CCB form) www.bluecard.qld.gov.au
 - Letter from current owner stating disclosure on the current licence e.g. outstanding compliance issues
 - Apply for transfer registration with National Childcare Accreditation Council www.ncac.gov.au
 - Apply to Department of Families and Community Services and Indigenous Affairs to register for the ability to pass on Child Care Benefit to families www.facsia.gov.au. Ensure that enough time of settlement is given to FaCSIA to enable them to have the CCB information on families readily available. CCB information must be provided under your CRN and previous licensees CRN and Child Care Benefit information cannot be used.
 - Contact the Peak body for childcare centre owners – childcareqld@bigpond.com
 - Make provision for Childcare software package – it is important that data be transferred and/or it established whether or not the computer will remain on settlement day so that accounts for families and Child Care Benefit records can progress seamlessly.
 - Both parties need to clearly understand the collection of any parent accounts outstanding
 - Registration of Business Name www.business.gov.au
 - Check Yellow Pages currency www.about.sensis.com.au
 - Insurance Policy for Centre – Guild Insurance www.guildifs.com.au
 - Superannuation for staff – Australian Childcare Super Fund www.accsf.com.au
 - Contact Work Cover and set up policy www.workcover.qld.gov.au
 - Check certificate of classification
 - Check if previous licensee is leaving all policies and paperwork relating to procedures (If not you will have an extensive task in recreating all policies and procedures)
 - Check Accreditation Status for time for lodgment of next self-study – Quality Profile and accreditation result must remain at the service displayed in a prominent position.
 - If the kitchen is registered with Local Council ensure that this license is left at the centre. Contact Local Council to have licence transferred
 - Ensure that a copy of enrolment forms, court orders, allergy plans, immunisation and special needs information for current children attending the service are left on the premises at takeover
 - Copy/original of staff files – original certified copies of qualifications, blue cards, first aid certificates, staff immunisation status must remain on premises
 - Contact an industrial representative to ensure that staff benefits etc are calculated correctly
 - Have employment contracts, AWA or whatever method of employment ready for staff to sign
 - List of all staff entitlements in accordance with contract
 - List of all previously approved holidays for staff
 - Contact Employer Services for industrial advice – this service is provided with Membership of Childcare Queensland
 - Transfer any trainees or apprentices
 - Circulate an introductory letter to the centre families and the current staff prior to settlement
 - If there is a vehicle involved, ensure that registration is transferred and that a cover note is in place
 - Be aware of any lease agreements
 - Ensure that there is a copy of the current inventory at the service
 - All programming and records relating to the children must remain at the centre
 - Ask vendor to leave copies of pest control, carpet cleaning, sand and soft fall replenishment receipts (these may be needed for licensing and accreditation)
 - Ensure that you have all keys to the centre, clearly marked. Also ask for a key register so that you will know which staff have keys to the centre
 - If security alarms are installed, transfer security and change pass codes
 - Ensure staff have your details to contact you in case of an emergency
 - Check with Director to validate the staff roster for the following week
- Please visit the Childcare Queensland website www.childcareqld.org.au for a list of our member suppliers.

The information provided in this document is only intended to be general summary information to the public. It is not intended to take the place of either the written law or regulations. This list is not exhaustive of all items that must be attended to during the contract and due diligence period.