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|  | **Appendix 3****A checklist for Childminders applying for Activity Led Funding for Inclusion (ALFI)** |

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| **All applications from childminders will be considered with the submission of the following evidence detailed below.** **The childminders attendance at the ALFI board is optional. There is a box on the Part 2 should be completed to indicate whether you wish to attend virtually or not.** |
| **Check:*** **All the paperwork is completed in full including the parent’s signature**
* **Each document attached to the email has the individual child’s initials and name of document.**
* **Send each child’s documents in one email to** earlyyearssend@torbay.gov.uk
* **Note it is no longer required to send emails via Egress.**

**The ALFI forms are available here:** [**https://torbayfamilyhub.org.uk/topic/activity-led-funding-for-inclusion-alfi/**](https://torbayfamilyhub.org.uk/topic/activity-led-funding-for-inclusion-alfi/) |
| A completed application for ALFI – Part 1 |  |
| A completed application for ALFI – Part 2 for Childminders (one for each child included in the application) |  |
| An ILDP/Emotional Regulation Plan for each child |  |
| A record of the ILDP review meeting with parents/carers & professionals |  |
| A report or letter from the therapist or paediatrician with recommendations as appropriate |  |