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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](mailto: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 |  |