

Daycare Checklist

Daycare Name: _____

Director/Manager's Name: _____

Address: _____

Phone Number: _____

Monthly Fees: _____ Sign-up Fee/Deposit: _____

Other Fees: _____

Hours Of Operation: _____

The Centre:

Indicator	Yes	No
Does the centre belong to a professional association or is it accredited		
There is convenient parent parking		
The centre appears secure; outside doors latch well, you are required to buzz in and/or check in		
The centre looks clean and in good repair		
The centre provides a clear and concise parent enrollment handbook		
The exits are clearly marked		
The kitchen looks clean and well maintained		
There is a space for families (i.e. a parent information Board, parent gathering area, adult sized furnishings)		
The centre is aesthetically appealing		
The centre's appearance conveys a respect and love for children (i.e. children's artwork and photographs of children in the hallways, etc.)		
Licensing reports are posted or available for you to look at		

The Playground/Outside Play Space :

Indicator	Yes	No
Appears secure; the gates latch well, the area is fenced in		
The playground looks in good repair		
There are a variety of materials for children to use		
There are gross motor toys (balance beams, large balls, trikes, etc.)		
There are shaded areas		
There are plants, trees, flowers, and/or gardens		
The equipment looks age appropriate		

The Staff:

Indicator	Yes	No
All staff have regularly updated police security clearances		
All staff have up-to-date first aid training/certification		
A minimum of 50 – 75% of the staff have full qualifications		
The majority of the staff have been at the centre for more than 3 years		
Staff are friendly and approachable		
Staff interact with the children in a calm and respectful manner		
Staff guide challenging behaviours in a neutral and respectful manner		
The staff partake in regular professional development opportunities		
The staff appear happy and seem to enjoy their work		
The staff are interacting with the children, supervising play, or engaged in play		

The Play Rooms:

Indicator	Yes	No
The play rooms look clean and well maintained		
The room looks warm, welcoming, and aesthetically appealing		
Much of the children's artwork is hung low and at their eye level		
There appears to be an adequate amount of play materials for the children		
Each child has their own locker/cubby to store their belongings		
Program plans / schedules are posted and appear to be engaging		
There is ample space for children to move around		
There are good sources of natural light		
There are plants and/or animals, such as fish, in the room		
The room appears to be of adequate temperature (not too hot or cold)		
There are soft spaces to sit and cozy spaces for the children to play in		
If the child is of napping age, each child has their own crib/mat/cot		

Questions To Ask:

Indicator	Yes	No
Is there an open door policy (can families can visit whenever they like)?		
Does the centre have a plan to help children adjust to the centre/ their new room?		
Are professional development opportunities available to the staff? If so, give an example of what opportunities are provided.		

Questions To Ask:

Indicator	Yes	No
How are program plans designed? Are staff given time in the day to plan for the children's activities?		
Does the centre have anything it would like to improve on?		
Optional Question How will the centre support my child's extra needs (i.e. allergies, anaphylaxis, asthma, etc.)?		

Additional Notes and Comments:
