

# CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

---

## **Child Care Centre/Nursery Program Visit Checklist**

Take this checklist with you when visiting child care centres or nursery programs, and consider the following elements of quality child care. During and/or following your visit to the program, review each section. With a checkmark, indicate if what you observed during your visit is appropriate for your child and family.

### **Program Information**

Name of Centre/Nursery Program \_\_\_\_\_

I spoke to \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

Exact Hours and Days of Care \_\_\_\_\_

Drop Off Time \_\_\_\_\_ Pick Up Time \_\_\_\_\_

Location \_\_\_\_\_

Distance from Home \_\_\_\_\_

Transportation Arrangements \_\_\_\_\_

### **Payment Information**

Fee \_\_\_\_\_ How to Pay \_\_\_\_\_

When to Pay \_\_\_\_\_ Overtime Costs \_\_\_\_\_

Any Additional Expenses \_\_\_\_\_

Income Tax Receipt \_\_\_\_\_ Insurance \_\_\_\_\_

Payment Required During Vacation?  Yes  No

Payment Required If Child is Sick?  Yes  No

### **Enrolment Information**

Date When My Child Can Start \_\_\_\_\_

How Do I Enroll \_\_\_\_\_

Can I Cancel?  Yes  No

## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

---

**Section A:**

**STAFF/CHILDREN RELATIONSHIPS**

**APPROPRIATE FOR MY  
CHILD AND FAMILY**

	YES	NO	UNDECIDED
The children come to the teachers for help, information and comfort.			
The teachers spend time interacting and playing with the children in a respectful manner.			
When interacting with the children, the teachers get down to the child's physical level.			
I am comfortable with the approach used by the staff to manage the children's behaviour.			
All children are included and/or encouraged to participate in all aspects of the program.			
The children play with others in the group and work co-operatively with each other.			
My impression of teacher/child interactions is a positive one.			
Teachers are qualified with training in "child care" and "First Aid/CPR".			
I am comfortable with the number of adults in the group.			
<p>Comments:</p>			

## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

**Section B:**

**THE PHYSICAL SETTING**

**APPROPRIATE FOR MY CHILD AND FAMILY**

	YES	NO	UNDECIDED
There are a variety of toys/materials in good condition.			
There are sufficient toys and materials within easy reach of the children.			
The furniture is arranged in such a way that the children are able to move about freely.			
There is space for children to play quietly as well as space for more active play.			
There is a variety of learning centres at age-appropriate levels (e.g., dramatic centre, art centre, blocks centre).			
The playground environment provides opportunities for children to run, climb, and explore.			
There is a personal space for each child (cubbies).			
Their space is clean, comfortable and cheerful.			
There are samples of children’s art work on display.			
The washroom space appears clean and privacy is provided for the children.			

Comments:

## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

### Section C: THE PROGRAM APPROACH

### APPROPRIATE FOR MY CHILD AND FAMILY

	YES	NO	UNDECIDED
The centre has a written Parent Handbook with information on the program approach and policies.			
Daily activities are planned based on the needs of the group.			
The children are provided with a choice of activities.			
The children are interested and involved in the activities.			
The staff is open to consultation or support from other agencies.			
The selection of toys and activities is appropriate for my child.			
The room is set up to promote social interaction between children.			
Sensory play experiences are a daily part of the program (e.g., water play, sand play, music circles).			
There is a balance between small group, large group and individual activities.			
The program activities address the priority areas in which my child needs to learn and develop.			
There are opportunities for the staff to meet for information sharing and planning on a regular basis.			
Comments:			

## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

**Section D:  
HEALTH AND NUTRITION**

**APPROPRIATE FOR  
MY CHILD AND FAMILY**

	YES	NO	UNDECIDED
I am comfortable with the policy for sick children.			
Notices are posted or given to parents should children be exposed to communicable diseases (e.g., chicken pox).			
Snacks and lunch are prepared on site.			
The menu meets the Canada Food Guide and includes meat, fruits, vegetables, breads, and dairy products.			
The menu is posted.			
I am comfortable with how food allergies and personal preferences are handled.			
Staff members sit with children at meal times to provide a home-like setting and encourage positive table manners.			
I am comfortable with the policies and procedures relating to the giving of medication and emergency situations such as a fire evacuation.			
Comments:			

**CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST**

**Section E:  
STAFF/PARENT RELATIONSHIPS**

**APPROPRIATE FOR MY  
CHILD AND FAMILY**

	YES	NO	UNDECIDED
Staff communicates with parents on a regular basis.			
I felt comfortable and welcomed by staff during my visit.			
The staff members encourage full parent participation in their child's program.			
The staff takes into consideration the concerns of parents.			
Parents are informed of upcoming events, changes about the centre/agency through a parent board, newsletter, etc.			
Activities are planned that encourage parent involvement (e.g., meeting with guest speakers, social activities).			

Comments:

## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

---

### **HOME CHILD CARE CHECKLIST**

Take this checklist with you when visiting home child care providers and consider the following elements of quality child care. During and/or following your visit, review each section.

Name of Home Provider \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Home Visitor \_\_\_\_\_

Phone Number \_\_\_\_\_

Exact Hours and Days of Care \_\_\_\_\_

Drop Off Time \_\_\_\_\_ Pick Up Time \_\_\_\_\_

Location \_\_\_\_\_

Distance from Home \_\_\_\_\_

#### **Interviewing the Provider:**

1. What training and experience have you had working with children?

2. What kinds of activities do you like to do with the children?

*(The answer will give you an idea of what your child will do during the day.)*

3. What would you do in an emergency?

*(Ask specific questions, such as "What would you do if a child had an allergic reaction?")*

## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

---

4. Do you transport children to special activities in your car?

*(If so, ask about insurance and car seats.)*

5. Do you have any pets? Is the pet's area away from the child's play area?

6. Will there be other children and adults in your home while you are caring for my child?

*(If the answer is "Yes", ask to meet the other children and adults, and make sure you are comfortable about your child being with them.)*

### **The Program:**

1. What are the sleeping arrangements during nap time?

2. Do you, weather permitting, provide opportunities for outdoor play or fresh air?

*Note for Parents: Take a minute to look at the toys and games. Are there enough? Is there a variety? Are they clean, in good repair and suited to the age and interests of your child? Check to see that the equipment and furniture are clean and in good repair.*



## CHILD CARE CENTRE/ NURSERY PROGRAM - VISIT CHECKLIST

---

### **Health, Safety and Nutrition:**

1. Will snacks and lunch be prepared by the provider?
2. Where will snacks and lunch be prepared?
3. What types of food are served?
4. Are safety gates at the top and bottom of stairs?
5. Are cleaning materials and medication stored securely out of reach of children?
6. Is the outside play area safe for my child?

### **Additional Comments/Notes:**