

QUESTIONS TO ASK: YOUR CHILD CARE CHECKLIST

Take this checklist with you to every child care service you visit. You'll then be able to compare services in your own time after the visits. You'll probably want to add a few pages of your own notes too.

Name of service _____

Type of service (family daycare, long daycare, preschool, etc) _____

Address _____

Phone Number _____

Director / Co-Coordinator's Name _____

Hours of operation _____

Holiday closures (Christmas, Easter, public holidays, child-free days) _____

Fee (\$ per day, \$ per hour) _____

Is Childcare Assistance available? Yes/No _____

What other types of funding does the service receive? (Commonwealth, State, Local, government) _____

Are parents represented on the management committee? _____

Is there a waiting list? _____

If yes, how long is it? (weeks, months, years) _____

Is there a fee for placement on the waiting list? Yes/No _____

Are there adequate accident, medication and emergency procedures? Yes _____

Is there someone on staff at all times with a current first aid certificate? Yes/No _____

If a long-daycare centre, is it registered with the National Childcare Accreditation Council? Yes/No _____

What is the child/staff ratio? _____

If a centre, how many qualified staff is there? _____

What qualifications does the caregiver have? _____

Does the service have public liability insurance? Yes/No _____

How are children grouped (families, ages, other?) _____

What meals are provided (lunch, morning and afternoon tea, late snack)? _____

Does the service supply: nappies Yes/No, milk formula Yes/No, Sunscreens Yes/No _____

Are the meal and sleep times planned but not too rigid? Yes/No _____

Are there guide-lines for caring for / isolating sick children? Yes/No _____

If yes, what are they? Can you see a written copy? _____

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QUESTIONS TO ASK: YOUR CHILD CARE CHECKLIST (Continued)

Are toys and equipment safe and in good repair? Yes/No _____

Are fences and gates well-repaired and childproof? Yes/No _____

Is the centre or home clean? Yes/No _____

Do Caregivers observe satisfactory hygiene practices, such as washing hands after changing nappies? Yes/No _____

Are there enough play materials and are they made available daily, such as paint, dough, puzzles, blocks etc? _____

Are songs, finger-play and books an integral part of the child's day? Yes/No _____

Do children appear busy, relaxed and happy? Yes/No _____

Are the toys provided varied and age-appropriate? Yes/No _____

Are the toys within children's reach? Yes/No _____

If a centre, is there a daily program based on child development? Yes/No _____

If yes, can you see a written copy of the program? Yes/No _____

Is there a balance between indoor and outdoor play? Yes/No _____

Are discipline practices clear, consistent and positive? Yes/No _____

Are the centre's or carer's discipline policies / procedures compatible with your own? Yes/No _____

Do the caregivers talk with the children, call them by name, focus on positive behaviour, encourage creativity and independence?
Yes/No _____

Are babies attended to when they cry? Yes/No _____

Are you welcome to visit the service at any time? Yes/No _____

Can you be involved in the operation or management of the service if you want to be? Yes/No _____