

INITIAL INSPECTION CHECK LIST

Safety	Y	N	Notes
1. Staff/Child ratios are maintained at all times			
2. Children are supervised at all times			
3. Number of Children does not exceed licensed capacity			
4. Daily register up to date			
5. Sign in/out sheets			
6. Emergency procedures & evacuation plans are posted.			
7. Exits, windows are free from hazards			
8. Staff know how to use fire extinguishers			
9. Staff have up to date first aid training			
10. First aid kit available and complete			
11. Accident/Injury forms are on site, and correctly filled out			
12. Medicine logs			
13. Policies/Procedures for medicines are in place and follow regulations/			
14. All medicines are kept in locked cabinet			
15. Consent forms for field trips			
16. Form for administration of medicine is in place			
17. Form for release to alternate caregiver is in place			
18. Vehicle policy follows regulations			

Health	Y	N	Notes
1. Children and staff wash their hands before eating, after toileting and before handling food.			
2. Children brush their teeth after meals and snack			

3. Washrooms are fully equipped with necessary items.			
4. Kitchen is clean, has necessary items			
5. Light, heating and ventilation adequate			
6. Isolations area available for sick child			
7. Policies are in place re: communicable illness/accidents and are adhered to.			
8. Each child's file contains and immunization record			

Nutrition	Y	N	Notes
1. Weekly Menu is posted			
2. Meals/snacks served conform to menu as posted			
3. Changes to menu are written in pen			
4. Date is written on menu			
5. Food is served in an appealing manner			
6. Food follows Canada's Food Guide			
7. Mealtime is pleasant and relaxed			
8. Do staff sit and eat with the children			
9. Children are encouraged to be independent			
10. Snacks and lunches are provided at consistent times			

Staff-Child Interactions	Y	N	Notes
1. Guiding policy is appropriate			
2. Guiding policy prohibits physical/verbal abuse and isolation of children			
3. Independence is encouraged			
4. Positive reinforcement, Redirection used			
5. Staff explain limits and expectations			
6. Staff are consistent in using guiding techniques			
7. Staff treat children with respect, listen attentively and use language			

that children understand			
8. Staff use an appropriate tone of voice			
9. Staff initiate conversations with individual children			
10. Staff are available and attentive to children			
11. Children are consistently in the same group and with the same caregiver			
12. Staff greet children as they arrive and as they leave			
13. Children from a variety of backgrounds and with a variety of abilities are integrated			

Staff-Staff Interactions	Y	N	Notes
1. Staff members work as a team			
2. Staff members treat each other with respect			
3. Staff provide good role models for appropriate behavior			
4. Staff meetings are held regularly			
5. Staff-staff communications are kept to a minimum in the HR			
Staff-Parent Interactions	Y	N	Notes
1. Parent policy allows for parent involvement			
2. A parent handbook is available			
3. A parent bulletin is in place and has up to date information			
4. Staff communicate regularly with parents.			
5. Parents receive newsletters			
6. Staff-Parent conferences and parent evenings are held regularly			
7. Appropriate orientation for children is in place and adhered to			
8. Parents appear to be comfortable in the centre			
9. Open door policy is in place			

Indoor Play Space	Y	N	Notes

1. Homeroom contains these required activity areas: sand, water, manipulative, art, music, gross motor, blocks, listening, dramatic play, and science			
2. Activity areas are clearly defined			
3. Activity areas are designed to discourage running			
4. Provision made for individual privacy (supervised)			
5. Hooks and cubbies for each child.			
6. Easy access to cubbies			
7. Posters are attractive and at children's eye level			
8. Center clean and in good repair			
9. Space to store and dry art work			

Outdoor Play Space	Y	N	Notes
1. Onsite/easily and safely accessible			
2. It is easily supervised			
3. Enclosed on all sides and has a secure gate			
4. Different types of surfacing (2 or more)			
5. Area is drained, sanitary and free of debris			
6. Area has a variety of activities and equipment available			
7. Equipment and materials are clean, safe and in good condition			
8. Children go outside daily			
9. Adequate space			
10. Easily supervised, clear pathways			
11. Child and adult sized seating			
12. Storage for outside play equipment			
13. Contains various activity areas			
14. Easy access to homeroom			
15. Easy access to washroom			

16. Source of drinking water available			
17. Outdoor play space has a shaded area			
18. Outside play activities are planned			

Equipment & Materials	Y	N	Notes
1. Age appropriate materials, sufficient quantity of materials			
2. Materials are easily accessible			
3. Materials are clean, safe and in good repair			
4. Sufficient cots and bed linen available for each child and are individually marked			
5. play/ display materials reflect variety in race, gender, age and family structure			
6. A variety of materials are available daily to promote writing/drawing/scribbling/painting/modeling and collage			
7. A plentiful supply of blocks with props such as figures, cars, and trucks available			
8. Materials to encourage gross motor development is available daily			
9. Science materials allow exploration of the natural and physical world are available daily.			
10. Water and sand play materials provide opportunities for discovering, experimenting and exploring.			
11. Materials for dramatic play are available			
12. Materials for manipulative play are available daily			
13. A variety of appropriate good quality books are available daily			
14. Materials to promote spoken language are available daily			
15. Music materials and experiences are available daily			
16. Sensory materials are available daily			

Program Delivery	Y	N	Notes
1. Activities are planned based on the interest of the children.			
2. All staff are involve with the planning			
3. The daily schedule is consistent with the written philosophy of the centre.			
4. Schedule is predictable yet flexible			
5. The daily schedule is posted and program delivered conforms to posted schedule			
6. Time frames in the scheduled, as delivered, are well balanced, age appropriate and suitable to the activity offered.			
7. The daily schedule provides a balance of indoor/outdoor activities, quiet/active activities, individual/small group/large group activities, large muscle/small muscle activities, and child initiated/adult initiated activities.			
8. Activities are appropriate in relation to the child's interest and stage of development			
9. Child's decision not to participate is respected.			
10. Independent, child selected use of learning areas is offered.			
11. Choices from all basic activity areas are available daily			
12. Notice given before change in activity occurs			
13. Transition times are smooth and non stressful			
14. Children are encourage to clean up			
15. Each child has a consistent homeroom space			
16. Field trips are planned and are taken regularly			
17. Community people are invited to visit (i.e. nurse)			
18. Assessment procedures are in place to record each child's development			

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Administration	Y	N	Notes
1. Approved operator is on site during main programming hours			
2. Act & Regulations are posted			
3. Ages of children conform to licensed capacity			
4. Adequate storage is available for materials			
5. Files are maintained on each child			
6. Policy of enrollment of children is non-discriminatory			
7. Files are maintained on all employees and contain COC, CPRC, first aid certificates, resume, etc.			
8. Resource materials are available for staff			
9. Phone is on site and in working order			
10. Emergency contact numbers are posted next to phone			
11. If operated by one person, a second person is immediately available			