

EARLY EDUCATION & CHILD CARE Checklist

Health and Safety

- Are all caregivers have undergone background checks and are trained in CPR and first aid?
- Does the childcare facility is equipped with fire extinguishers, smoke detectors, and emergency evacuation plans?
- What cleaning and sanitization protocols are regularly followed to maintain a hygienic environment?
- Are the outdoor play areas are securely fenced and free from hazards?

Daily Schedule and Activities

- Does the structured daily schedule includes time for free play, group activities, meals, and naps?
- Does age-appropriate activities are provided to promote physical, cognitive, social, and emotional development?
- Do children are engaged in creative arts, sensory play, storytime, and outdoor exploration.
- Are nutritious meals and snacks are provided, taking into account dietary restrictions and allergies?

Communication and Parent Involvement

- Are regular communication channels are maintained with parents through daily reports, newsletters, and parent-teacher conferences?
- Do parents are encouraged to participate in special events, volunteer opportunities, and family engagement activities?
- Is Feedback from parents is welcomed and used to improve childcare services?

Staff Qualifications and Ratio

- Do caregivers have relevant qualifications in early childhood education and receive ongoing professional development?
- Does the staff-to-child ratio adheres to regulatory standards to ensure adequate supervision and individual attention?
- Do substitute caregivers are trained and available in case of staff absences.

Emergency Preparedness

- Are emergency procedures are in place for various scenarios, including medical emergencies, natural disasters, and lockdown situations?
- Do the staff are trained to implement emergency protocols effectively and ensure the safety and well-being of all children in their care?

Environment and Facilities

- Do indoor spaces are well-lit, ventilated, and organized to promote safety and comfort?
- Are learning materials, toys, and equipment are age-appropriate, well-maintained, and regularly rotated?
- Are rest areas are provided for nap time, with cribs or mats cleaned and sanitized after each use?

Emergency Preparedness

Is the childcare facility is licensed and complies with all local regulations and standards for health, safety, and quality of care?

Do regular inspections and assessments are conducted to maintain compliance and address any areas for improvement?

NOTES:

