

# Licensed Child Care – Visit Checklist (Please make a copy of the blank form for each centre you plan to visit. You can also download a checklist at [www.toronto.ca/children/guide.htm](http://www.toronto.ca/children/guide.htm))

**Child care centre/home child care provider name:**

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## I. The physical space

<b>Things to look for:</b>	 <b>Yes</b>	 <b>Not sure</b>	 <b>No</b>
✎ The space is welcoming.			
✎ The space is clean, well-maintained and safe.			
✎ The washrooms and kitchen facilities are clean.			
✎ The license is posted and accessible to you. (Licenses are posted in centres only. Home child care agencies must make the license available to parents upon request.)			
✎ There are a variety of well-maintained books, toys, puzzles, blocks and creative materials.			
✎ The outdoor play area is well-maintained and safe with a variety of outdoor toys and equipment.			

### Things to ask:

- ✎ Where will my child take a nap?
- ✎ If the license is provisional, ask the supervisor why and what they are doing to make sure they meet all the requirements.

## 2. The ELC staff team, the children and their interactions

Things to look for:	😊 Yes	😐 Not sure	☹️ No
👉 The team members seem warm, caring and sensitive.			
👉 The children seem happy and involved.			
👉 The children are supervised at all times.			
👉 The team members respond to the children's needs quickly.			

### Things to ask:

- 👉 What are the ELC staff team members' training and experience?
- 👉 Do all the team members have first aid training?
- 👉 How does the staff team manage challenging behaviour?
- 👉 Who else will have contact with your child? Are there students or other adults working or volunteering in the program? If yes, who are they? What responsibilities do they have? How long and how often are they at the program? Can you meet them?

Notes:

### The Early Learning and Care (ELC) staff team

The ELC staff team in a child care centre is made up of a Supervisor, Early Childhood Educators (ECE) and Early Childhood Assistants. In licensed home child care the staff team consists of a Supervisor, a Home Visitor and a Home Child Care Provider.

### 3. The daily program and activities

<b>Things to look for:</b>	☺ <b>Yes</b>	☹ <b>Not sure</b>	☹ <b>No</b>
✎ A daily schedule is posted and it shows time for indoor and outdoor play, a rest period that does not exceed two hours, meal times and time for snacks.			
✎ A daily plan of activities is posted that includes age-appropriate activities, quiet and active times, individual and group play.			
✎ Menus are posted, and meals and snacks are healthy and nutritious.			

#### **Things to ask:**

- ✎ What are the routines for using the washroom and washing hands?
- ✎ What happens if my child does not want to take part in an activity?
- ✎ What happens if my child does not want to sleep at nap time?
- ✎ What happens if my child does not want to eat at meal or snack times?
- ✎ Does the program allow television/movies/computer games/Internet access? If so, how are they monitored?
- ✎ Is the ELC staff team willing to work with or meet with other professionals who are involved with my child?
- ✎ How will the staff team support the special needs of my child?

The **Day Nursery Act** recommends that every day, all children spend time outside for fresh air and exercise except in extreme conditions. This may include stroller walks for younger children and playground time for older children.

## 4. Parental involvement

### Things to ask:

- Are parents welcome to visit at any time?
- Are there times when parents are able to meet with members of the ELC staff team to discuss concerns?
- How can parents get involved?

Notes:



## 5. Policies and procedures

### Things to ask:

- Are there written policies and procedures?  
Ask for copies.
- What is the policy for giving medication to my child?
- What happens if my child becomes injured or sick while in care?
- What procedures are followed in the event of an emergency, accident or fire?
- Who do I talk to when I have concerns or questions?
- What is the policy if I am late to pick up my child?
- What is the vacation policy?
- Are there any days in the year when care is not available?
- What notice is required for withdrawal, holidays or other absences?



Notes:

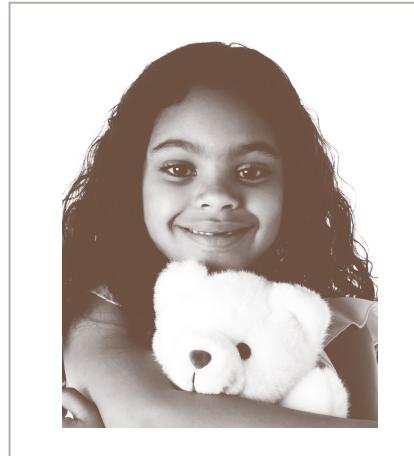
## 6. Cost of care

### Things to ask:

- What is the cost?
- Are there any additional costs (for example, food, diapers, special trips)?
- Is there a registration fee or a deposit required?
- Do I have to pay when my child is sick, absent or on vacation?
- Will I receive receipts for income tax purposes?
- What is the method of payment (in advance, weekly/monthly, cash/cheque/pre-authorized payment/credit card)?

Notes:

You may be eligible for financial help (fee subsidy) with the cost of child care if you are working or going to school, or if your child has a special need. For more information on child care or to apply for fee subsidy, phone **416-392-KIDS(5437)**. Apply as soon as possible as there may be a waiting list for fee subsidy.



## 7. Home child care

### Things to ask:

- How many children are in the home and what are their ages?
- Are there other people in the home (for example, teenagers, adults, boarders, relatives)? If yes, ask to meet them to see if you and your child are comfortable with them.
- Are there pets?
- Which areas of the home are used for child care?
- Where does the home child care provider take the children for outdoor play?
- What happens when the home child care provider is sick or takes a vacation?

Home child care providers can care for a maximum of five children including their own children under the age of six. Of these five children, they can care for no more than two children under two years of age, and no more than three children under three years of age.



### Notes:

The *Day Nurseries Act* states “Smoking is prohibited at all times in a day nursery and private home locations whether children are present or not.”

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