

PARENT/CARER CHECKLIST

Before you visit	
Think about the days & times you require care; do the centres hours of operation suit your needs?	
Ask the centre about their policy on changing days of care (If work situation changes) and how much notice is required	
Ask what the procedure is if you are running late to pick up your child and what fees will be charged	
Find out if the centre can meet your religious and/or cultural requirements	
Ask about closure dates	
Ask about fees	
During your visit	
Is the atmosphere relaxed & happy?	
Can you hear laughter & the sounds of children playing?	
Do you & your child feel welcome?	
Do staff members seem interested in your child & did they make an effort to talk to your child	
Are the rooms clean & welcoming to children?	
Were you offered introductions to the staff & a tour of the centre?	
Security	
Is the centre safe & secure?	
Do the buildings, fences, gates, & equipment look safe	
Is the staff easy to identify & are they wearing name badges	
Health & Safety	
Are there procedures in place to document accidents?	
How will you be advised if your child is sick or has an accident?	
Are staff members who can administer CPR & first aid available at all times?	
Does the centre have a sun protection policy?	
Where are nappies changed? is the area clean & hygienic?	
What is the centres hand washing policy?	
Communication	
How will you receive feedback on your child's day?	
Were you given a copy of the centres operating policies & procedures?	
Do you agree with the centres philosophy?	
Do you understand what your responsibilities & obligations are?	
Do you understand what the centre is responsible for?	
Are there regular newsletters to keep you informed about what is happening in the centre?	
Did you see any notice boards with helpful information?	
How should you contact the centre if you need to talk to staff about something?	
Management, Staff & Supervision	
Who is management? Can you meet them?	
Is the staff suitably qualified? Are their qualifications on display?	
What is the child to carer ratios?	
What is the centres procedure for dealing with complaints?	
Are children supervised at all times?	

How do staff members deal with behavioural issues?	
Food & Mealtimes	
Is there a cook onsite? Is the cook qualified?	
Are standards for food preparation cleanliness at a high level?	
What will your child be eating & drinking during the day	
What time is food offered? Is food available outside of these times?	
Are children allowed to eat at their own pace?	
Is water offered throughout the day?	
How does the centre accommodate food allergies?	
Can the centre accommodate individual dietary requirements?	
Is there a weekly menu on display?	
Timetable	
Does the centre have a daily timetable?	
Can the centre accommodate your child's individual needs if necessary?	
What is the procedure for sleep time?	
Environment	
Is the building well maintained?	
Is there plenty of space for play?	
Are the bathrooms appropriate for each age group?	
Is there shade outside?	
Where do the children sleep? Is it clean & tidy?	
Do children of different ages have separate areas to play or do they interact?	
Toys & Equipment	
Is there a wide range of toys & books provided for the children?	
Are the toys at the right height for children to reach?	
Can you see a range of toys suitable for children of all age groups?	
Do the toys look clean & in good condition?	
Planned activities & programs	
Does the centre offer a range of programs for the children to participate in?	
Do these programs cater for all ages?	
How are these programs developed?	
Are they designed to be educational?	
Do they take in to account cultural & religious diversity in the group?	
Does the centre enable children to participate in activities, such as painting, water play, arts & craft, outdoor play?	

**The Childcare Association of WA Inc hopes that this checklist will assist you
with choosing the right care for your child/children.**

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