

Daycare Facility

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Does the facility appear clean and orderly?
- Are there lingering unpleasant odours?
- Are the rooms and hallways well lit and free of clutter?
- Are the floor surfaces level and free of tripping hazards?
- Is there a housekeeping program in place to which minimizes slippery surfaces, ensures immediate cleanup of spills as well as general cleanliness and sanitation.
- Are there policies and procedures for the safe cleaning of daycare equipment and toys
- Are there policies and procedures for food handling ?
- Are there are enough staff to ensure adequate student training, to meet the children's needs and to provide assistance when working with children and during an emergency?
- Is there a fire and emergency plan?
 - Are there signs indicating the action to be taken in the event of a fire or other emergency?
 - Is fire and emergency equipment easy to locate? Are staff trained?
 - Are exits clear, easily opened from the inside and well marked with lit signs?
- Are there procedures in place which include training programs and information on:
 - how to recognize and respond to abuse or neglect,
 - how to deal with aggressive or difficult children or parents,
 - how to release a child from the daycare, and
 - how to deal with illnesses and on medication dispensation?
- Is WHMIS training provided to all staff?
 - Are Material Safety Data Sheets available for hazardous products being used?
 - Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are there policies, training and equipment to assist in manual handling procedures? (Ideally a "No lifting" policy should be in place.)

- Are storage areas adequate with heavy items stored at low-level and regularly used items within easy reach?

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- Are step stools or ladders available to reach items stored above shoulder height?
- Are there specific clothing requirements such as non-slip shoes, gloves for certain tasks, or body coverings?
- Is access and freedom of movement restricted for outsiders entering the facility?
- Are all hazardous materials properly stored and secured from unauthorized access?
- Are playgrounds and/or play areas safe and padded incase of slips or falls as required under current CSA Standards?
- Is there adequate washroom and/or personal hygiene facilities for both staff and clients?