



# Your Checklist



**Child Care Links**  
Linking you to the Child Care  
Licensing Regulation

[www.fraserhealth.ca/childcare](http://www.fraserhealth.ca/childcare)

Fraser Health Authority has developed a range of “*plain language*” resources written in user-friendly English which link directly to the **Child Care Licensing Regulation**. These resources are designed to be easily understood by all, including Licensees and child care staff who speak English as a second language. Child Care Links Resources explain key requirements of the Child Care Licensing Regulation.

## Instructions

The Child Care Links Checklist is a tool which is planned to help child care providers carry out their own self inspections. Ask the questions included in the checklist **once a month** to make sure you are meeting the Child Care Licensing Regulations.

If your answer to the question is **Yes**, write the letter **Y** in the box below the month.  
 If the answer to the question is **No** or you **Do Not Know**, write nothing in the box.

For example:

Physical Facility, Equipment and Furniture				
The physical facility is the indoor and outdoor space at the child care facility which includes				
YEAR: <u>2011</u>	Jan	Feb	Mar	A
Is the building in good condition?	Y			
Is the furniture in good condition?	Y			
Are equipment and toys in good condition?	Y			
Does our cleaning liquid kill germs?				
Are bathrooms and floors cleaned daily?				
Are toys, equipment and furniture cleaned often?	Y			
Are sheets and blankets washed often?	Y			

← Means **Yes**

← Means **No** or **Do Not Know**

## Physical Facility, Equipment and Furnishings

The physical facility is the indoor and outdoor space at the daycare which includes the equipment and furnishings in that space.

YEAR: _____	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Is the building in good condition?												
Is the furniture in good condition?												
Are equipment and toys in good condition?												
Does our cleaning liquid kill germs?												
Are bathrooms and floors cleaned daily?												
Are toys, equipment and furniture cleaned often?												
Are sheets and blankets washed often?												
Are soft toys and dress-up clothes washed often?												
Are dangerous objects and liquids stored out of reach of children?												
Can children only touch water that is 49°C or under?												
Are all toys and equipment safe and suitable for the age of children in care?												
Have small things that infants (babies) and toddlers could choke on been taken away?												
Have all broken toys been fixed or taken away?												
Have things that children could trip over been moved?												
Have heavy things that could fall onto children been made safe?												
Have all curtain and blind cords been tied up out of reach of infants and small children?												
Have things with very rough or sharp edges been made safe or taken away?												
Is the outside play area safe for children to use?												
Do we make sure nobody smokes in the daycare or outside play area during daycare hours?												

**\*Remember to contact your Licensing Officer if you plan to do any building work.**

## Emergency Management

Are we ready for emergencies?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Is our <b>Evacuation Plan</b> posted? Your <b>Evacuation Plan</b> is the drawing that shows your exits out of the building.												
Are Emergency Exits clear at all times?												
Is our Fire Extinguisher serviced?												
Does our First Aid Kit have everything we need?												
Do we have Emergency Supplies for children?												
Do we have a telephone for calling 911, parents, and <b>Emergency Contacts</b> ? An <b>Emergency Contact</b> is a person who can be called if parents are not answering.												
Do we practice fire drills every month?												
Do we practice our Emergency drill once a year												
Do we take a cell phone, first aid kit and children's emergency contact information with us when we leave the daycare?												
Do we write down when we practice a fire drill and our emergency plan?												

## Staffing

Your staff members are the adults who care for children in the daycare.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do staff members have the training and education they need?												
Do <b>Substitute Staff</b> members have the training and education they need? <b>Substitute Staff</b> are the staff members who work at the child care facility when usual staff members are away.												
Do <u>new</u> staff members have the training and education they need?												
Do we show new staff members around the daycare and tell them all the things they need to know before they start work?												

## Staffing

Your staff members are the adults who care for children in the daycare.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Is all information on file and up to date for staff members who work in the daycare?												
Is all information on file <u>before</u> a new staff member starts work in the daycare?												
Is a staff member who has first aid training with the children at all times?												

## Policies and Procedures

Your policies and procedures tell staff what to do in certain situations.

**You must have the following information written down:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Abuse and Incident Reporting Policy: <i>Who we report (tell) abuse and "reportable" incidents to</i>												
Safe Release Policy: <i>Who we let children go home with.</i>												
Nutrition Policy: <i>How we make sure children are given healthy food and drink at the daycare.</i>												
Behavioural Guidance Policy: <i>How we help children to learn what they should and should not do.</i>												
Emergency Preparedness Policy: <i>How we make sure that we are ready for a serious emergency (e.g. an earthquake).</i>												
Health and Illness Policy: <i>What we do if a sick child arrives at the daycare or becomes sick while at the daycare.</i>												
Medication Policy: <i>How we make sure medication is given safely to children and stored safely.</i>												
Screen Time Policy: <i>How will we make sure that screen time for children is limited.</i>												
Active Policy: <i>How we will make sure children have times for active play.</i>												
Transportation Policy: <i>How we make sure children are transported safely.</i>												
Do we understand and follow the daycare's written policies?												
Do we know where the daycare's policies are stored?												

## Policies and Procedures

Your policies and procedures tell staff what to do in certain situations.

**You must have the following information written down:**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Are parents given all the information they need about the daycare?												

## Care and Supervision

How do we look after children and keep them safe?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we care for the correct number of children?												
Do we care for the correct ages of children?												
Does the correct number of staff supervise children?												
Do we observe or hear the children at all times?												
Are children watched closely when they eat and drink?												
Do we make sure infants (babies) who cannot roll over by themselves, are put on their backs to sleep?												
Do we make sure that children, including infants, use sleeping equipment that is safe and suitable for their age?												
Do we make sure that quilts, blankets, stuffed toys, loose objects and bumper pads are not placed in cribs with infants under 12 months old?												
Do staff members know how to care for children who need <b>Extra Support</b> ? <i>A child needing Extra Support needs more help than other children.</i>												
<b>Guiding Children's Behaviour</b>												
Do we help children learn what they should and should not do in a positive way that the child can understand?												
Do we make sure children are <u>not</u> hit, shaken or shouted at?												

# Program

How do we help children to learn?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do children walk or play outside every day?												
Are the toys and equipment suitable for the age and ability of the children?												
Can children observe the toys and equipment that they can use?												
Do we change activities for children who need <b>Extra Support</b> when needed?												
<b>Physical Development</b>												
Do children use their small and large muscles?												
<b>Intellectual Development</b>												
Do children learn about the <b>Environment</b> ? <i>The environment is everything around us including nature.</i>												
Do we help children to think of ideas and try them out?												
Do children take part in <b>Creative Activities</b> ? <i>Creative activities include art, making things, singing, dancing and pretend play.</i>												
<b>Language Development</b>												
Do children look at books?												
Do staff read stories and books to children?												
Does staff talk to and listen to children?												
Do staff help children to talk to and listen to each other												
<b>Emotional Development</b>												
Do we help children to have a positive view of themselves?												
Do we help children to show and talk about their feelings?												
Do we help children to have a positive view of their family's culture?												
<b>Social Development</b>												
Do we help children to talk, work and play together well?												
Do we help children learn positive behaviours and to treat others well?												

## Program

How do we help children to learn?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we help children to understand that people are different and to value and respect these differences?												

## Medication

Medication includes tablets and liquid medicine.

Some medicine must be prescribed by a doctor; other medicine can be bought over the counter at a pharmacy.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Is medicine stored out of children's reach?												
Unless <b>Self-Administered</b> , is emergency medicine (e.g. Epi-pens) out of children's reach but easy for staff to get to quickly? <b>Self-Administered</b> medicine is medicine that is taken by the child themselves under the supervision of a staff member.												
Do we know how to give medicine safely?												
Do we know how to make sure a child who takes their own medicine, does so safely?												
Do we follow the instructions given by parents when we give medicine to children?												
Do we make sure that the only time a child takes their own medicine is when a parent has given written instructions about this?												
Do we follow the instructions printed on <b>Prescription</b> medicine? <b>Prescription</b> medicine is medication that is prescribed by a doctor.												
Do we follow the instructions printed on <b>Non-Prescription</b> medicine? <b>Non-Prescription</b> medicine is medicine that you can buy at the pharmacy without a doctor's prescription (e.g. Tylenol).												
Do we check that medicine has not expired before we give it to children?												
Do we make sure instructions given by parents about medicine are written down?												
Do we write down <u>when</u> we give medicine to a child and <u>how much</u> of it we give to them?												



## Medication

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we write down when a staff member watches a child take their own medicine?												

## Nutrition and Food Services

Nutrition is the food and drink we feed our bodies.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we make sure that children eat healthy meals and snacks when they are at the daycare? <i>Please go to the "Canada Food Guide" at <a href="http://www.hc-sc.gc.ca">www.hc-sc.gc.ca</a> for more information.</i>												
Do we give information to parents about the food and drink we give to their child?												
Do we cut food into small pieces when it is given to infants and small children so it will not make them choke?												
Is the temperature of our refrigerator 4°C or lower?												
Do we wash our hands before making snacks and meals?												
Do we clean work tops and table tops before making snacks and meals?												
Do we clean the table or highchair that children eat at before it is used?												
Do we kill all the germs when we wash dishes and utensils?												

## Hygiene and Communicable Disease

Hygiene is about cleaning ourselves and objects to prevent disease. A communicable disease is a disease that is spread.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we teach children when to wash their hands and help them to do this?												
Do children have soap to wash their hands?												

## Hygiene and Communicable Disease

Hygiene is about cleaning ourselves and objects to prevent disease. A communicable disease is a disease that is spread.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we make sure that children do not share towels when drying their hands? (paper or cloth)												
Does each child have their own blanket and sheets?												
Are teething toys taken away and cleaned after being used?												
Do we change diapers outside of the area we use to make snacks and meals?												
Are diaper mats in good condition and able to be wiped?												
Are diaper mats cleaned and disinfected each time they are used?												
Do we change diapers beside a sink and garbage can with a cover?												

## Children's Records

The Child Care Licensing Regulation states that information must be kept on file for all children who are cared for at the daycare.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Are children's records complete and up to date?												
Do we write down the time children arrive at and leave the daycare every day?												
Do we write down the time school aged children go to and return from school?												
Do we write down when children get hurt, are unwell or are not behaving as they normally do?												
Do we have written information telling staff how to care for a child who needs extra support? (Care Plan)												

## Reporting

Do we report everything we need to?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we know when to call, fax or email our Licensing Officer to tell them about something that has happened to a child?												

## Reporting

Do we report everything we need to?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep t	Oct	Nov	Dec
Do we contact our Licensing Officer if 3 or more children become sick at the daycare?												
Do we know when to contact the Ministry of Children and Family Development (also called MCFD)?												
Do we call parents immediately if a child becomes sick, is injured or they are involved in a serious incident?												

\*This information is not to be regarded as a substitute to the Community Care and Assisted Living Act (CCALA) and Child Care Licensing Regulation (CCLR). Please refer to the current CCALA and CCLR for all information.