

CHILD CARE SELF-ASSESSMENT INSPECTION CHECKLIST For Licensees/Managers

Interior Health Authority has developed a resource which references the Child Care Licensing Regulation. The Child Care Inspection Checklist is a tool to help licensees/managers carry out their own inspections.

Instructions:

Ask the questions included in the checklist **once a month** to make sure you are meeting the Child Care Licensing Regulation. You may review your findings with your licensing officer but do not submit this document to licensing.

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 Furni				
YEAR: _____	Jan	Feb	Mar	Apr
Is the licence posted in a noticeable place if applicable?	Y			
Is the manager's name posted in a noticeable place if applicable?	Y			
Is the building in good condition (indoors /outdoors)?				
Are the furnishings in good condition?				
Are toys and equipment in good condition?	Y			

Means **Yes**

Means **No** or **Don't Know**

If there are any **No** or **Do Not Know** answers, what will you do to ensure this becomes a **yes** response? Contact [Licensing Direct](#) for information or help.

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Physical Facility, Equipment and Furnishings

YEAR:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Is the licence posted in a noticeable place if applicable?												
Is the manager's name posted in a noticeable place if applicable?												
Is the building in good condition (indoors /outdoors)?												
Are the furnishings in good condition?												
Are toys and equipment in good condition?												
Does the cleaning product used kill germs?												
Are bathrooms and floors cleaned daily?												
Are toys, equipment and furniture cleaned frequently?												
Are sheets and blankets washed frequently?												
Are soft toys and dress-up clothes washed frequently?												
Are dangerous objects and liquids stored out of reach of children?												
Do 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 items that infants and toddlers could choke on been stored away?												

Have all broken toys been fixed or removed?												
Have items that children could trip over been secured or removed?												
Have items that could fall onto children been secured or removed?												
Are all curtain and blind cords out of reach of children?												
Have rough or sharp edged items been repaired or removed?												
Is the outside play area inspected daily to ensure it is safe for children to use?												
Do you make sure nobody smokes anywhere on the daycare property (or in staff vehicles if transporting children) during daycare hours?												

*** Contact Licensing Direct if you plan to do any new building or make structural changes**

Emergency Management

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Is the Evacuation Plan which shows your exits posted?												
Are emergency exits clear at all times?												
Has the fire extinguisher been serviced?												
Has the First Aid Kit been inspected and restocked?												
Have emergency evacuation supplies been inspected and restocked?												
Is there a telephone for calling 911, parents, or emergency contacts?												
Is the fire drill practiced and recorded every month?												
Is the Emergency evacuation plan practiced and recorded once a year?												
Are a cell phone, first aid kit and children's emergency contact information taken when leaving the daycare?												

Policies and Procedures

The following policies must be written down:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Transportation Policy: Is the Transportation policy being followed to ensure children are safely transported when walking or in a vehicle?												
Safe Release Policy: Is the Safe Release policy being followed to ensure children are safely released?												
Nutrition Policy: Is the Nutrition policy being followed to ensure children are given healthy food/drink and are parents are informed of food/drink served?												
Active Play/Screen Time Policy: Is the Active Play and Screen Time policy being followed to make sure children are given adequate amounts of physical activity in a day? Is screen time limited?												
Behavioural Guidance Policy: Is the Behavioural Guidance policy being followed?												
Emergency Plan: Is the Emergency plan being followed to ensure the facility is ready to manage a serious emergency?												
Are parents provided information about the daycare?												
Is a copy of the repayment agreement provided to parents if services are prepaid? Is a record of who received the agreement maintained?												
Do parents and staff follow the written policies?												
Do staff know where the policies are stored and have access to them?												
Do staff understand when and how to immediately notify Licensing of a "reportable incident"?												

Staffing

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Are ECE and ECEA certificates posted in a noticeable place?												
Do staff members including new and substitute staff have the training and education they need?												
Are staff that are away correctly replaced?												
Do the Manager/Licensee meet a person before they are employed?												
Is new staff oriented to the facility operations as well as job duties of the position?												
Are staff files current, complete and available?												
Are new staff files completed before the new staff member starts work?												
Is staff certification validated on the ECE Registry (if applicable)?												
Does the facility always have a staff member on site that has current first aid training?												

Children's Records

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Are children's records complete and up to date?												
Are the times children arrive at and leave the daycare recorded every day?												
Is a record (log) of minor incidents, illnesses and unexpected events maintained?												
Is there written information (Care Plan) for staff about how to care for a child who needs extra support?												

Care and Supervision

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Are the correct numbers of children cared for in each care program?												
Are the correct ages of children cared for in each care program?												
Are the correct numbers of staff caring for children?												
Are children seen or heard at all times?												
Are children watched closely when they eat and drink?												
Do staff ensure that children are not forced to eat any food or drink?												
Do staff ensure infants who cannot roll over by themselves are put on their backs to sleep?												
Is sleeping equipment safe and suitable for the age and development of the child/infant?												
Are blankets, stuffed toys, loose objects and bumper pads removed from cribs with infants under 12 months old?												
Is Licensing Direct notified if children are cared for overnight?												
Do staff members know how to care for children who need extra support?												
Guiding Children's Behaviour												
Do staff help children learn what they should and should not do in a positive way so that children can understand?												
Do staff ensure that children are not hit, shaken, shamed or shouted at?												

Do staff ensure children are not confined or restrained unless authorized in a child's care plan?													
Do staff ensure children are not given food as reward or punishment?													

Nutrition and Food Services													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Do staff ensure that children eat healthy meals and snacks?													
Is information given to parents about the food and drink served children?													
Is food given to infants/children cut into small pieces so that they do not choke?													
Do staff ensure bottles are not propped up when feeding infants?													
Is safe drinking water given to children?													
Is the refrigerator temperature 4°C or lower?													
Are hands washed before making snacks and meals?													
Are counters and table tops cleaned before making snacks and meals?													
Are tables or highchairs cleaned before children use them?													
Are dishes and utensils properly washed and sanitized?													

Hygiene and Communicable Disease

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Do staff teach children when and how to wash their hands and help them to do this?												
Do children have soap to wash their hands?												
Do staff ensure that children do not share paper or cloth towels when drying their hands?												
Does each child have their own blanket and sheets?												
Are items that have been in children's mouths cleaned after being used?												
Is the diapering area outside of the food preparing area?												
Are diaper mats in good condition and able to be wiped?												
Is the diaper mat cleaned and disinfected each time it is used?												
Do staff change diapers beside a sink and covered container?												

Medication

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Is medicine stored out of children's reach?												
Unless medication is self-administered, is emergency medicine (e.g. Epi-pens) kept out of children's reach but easy for staff to get to quickly?												
Do staff know how to give medicine safely?												
Do staff know how to make sure a child who takes their own medicine, do so safely?												
Do staff follow the instructions given by parents when they give medicine to children?												
Do staff make sure that the only time a child takes their own medicine is when a parent has given written permission to do this?												
Do staff follow the instructions printed on prescription medicine?												
Do staff follow the instructions printed on non-prescription medicine?												
Do staff check that medicine has not expired before it's given to children?												
Do staff ensure instructions given by parents about medication are written down?												
Do staff write down when and how much medicine is given to a child?												
Do staff write down when and how much medicine a child takes when they self-administer medication?												

Program

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Physical Development												
Do children play outside everyday (other than during severe weather)?												
Do children use their small and large muscles?												
Intellectual Development												
Do children learn about the environment?												
Are children given the opportunity to provide input into their learning?												
Do children take part in creative activities such as art, making things, and singing, dancing and pretend play?												
Language Development												
Do children look at books?												
Do staff tell stories and read books to children?												
Do staff talk to and listen to children?												
Do staff help children talk to and listen to each other?												
Emotional Development												
Do staff help children think positively about themselves and others?												
Do staff help children to show and talk about their feelings?												

Do staff help children think positively about their family's culture?													
Social Development													
Do staff help children to talk, work and play together well?													
Do staff help children learn positive behaviours and to treat others in a safe and friendly manner?													
Do staff help children to understand that people are different and to value and respect these differences?													

Reporting													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Do staff know when to contact Licensing Direct to tell them about something that has happened to a child?													
Is Licensing Direct contacted if 3 or more children become sick at the daycare?													
Do staff know when to contact the Ministry of Children and Family Development (MCFD) to make a report?													
Are parents immediately called if a child becomes sick, is injured or they are involved in a serious incident?													
Is Licensing Direct notified of any changes to the original application?													
Is Licensing Direct contacted regarding plans to build or make structural changes?													

*This information is not to be regarded as a substitute for 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. It is the licensee's/manager's responsibility to ensure compliance with the legislation.