

**PARENT CHILD PROGRAM CHECKLIST**  
Recommended Guidelines for Parent Child Programs

PROGRAM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_

PROGRAM CONTACT: \_\_\_\_\_

PARENT CHILD COALITION CONTACT: \_\_\_\_\_

DATE: \_\_\_\_\_

Guideline	AGREEMENT			Comments
	YES	NO	N/A	
<b>HEALTH AND SAFETY</b>				
<b>Fire Safety:</b> Program is conducted in a space with a current fire inspection report.				
<b>Health:</b> Program is conducted in a space with a current report from the health authority.				
<b>Emergency Numbers and Procedures:</b> Program has an emergency evacuation plan. Procedures and numbers are accessible.				
<b>Fire Extinguisher:</b> Operating fire extinguisher is on site and staff responsible are knowledgeable about the use of the fire extinguisher.				
<b>Poisonous Substances:</b> All poisons and inflammables are stored in an area inaccessible to children.				
<b>Smoking:</b> No person shall smoke on the premises or in the presence of children.				
<b>Hot Beverages:</b> Adults do not drink hot beverages in areas where children are engaged in activities.				
<b>First Aid Kit:</b> Each program provides a first aid kit on site and for outings.				
<b>Menus and Food Provided:</b> Parents are informed of food provided – nutritious foods, low choking potential, no peanut products to children under three.				

Guideline	AGREEMENT			Comments
	YES	NO	N/A	
<b>RECORD KEEPING</b>				
<b>Child Information Records:</b> Program keeps current child and family information, appropriate for the program being delivered.				
<b>Attendance Records:</b> Programs keep attendance records.				
<b>Confidentiality Policy:</b> Information about a child or family is kept strictly confidential.				
<b>Research, Photography, Videotaping:</b> Parental consent forms are signed and on file.				
<b>Daily Record:</b> Any records about children are kept confidential. Parents may have access to records concerning their child.				
<b>Outings:</b> Parents are given notice of outings, child information records are taken.				
<b>Transportation Policy:</b> If parents are not on site, a written transportation policy is in place.				
<b>Insurance:</b> Program has current liability coverage.				
<b>STAFFING</b>				
<b>Staff Qualifications:</b> All staff have current job description and are aware of program guidelines and policies				
<b>First Aid Training:</b> At least one staff on site has current training in first aid and CPR.				
<b>Investigation Authorizations:</b> Each staff and volunteer working with children completes a written authorization for criminal records check and child abuse registry.				
<b>Adult Supervision:</b> There is an adult responsible for the direct supervision of children.				
<b>Behaviour Management Policy:</b> Programs develop a positive written behaviour management policy which is provided to all staff, parents and volunteers.				
<b>Child Abuse Reporting:</b> Programs will immediately report any case of suspected child abuse concerning a child in the program.				

Guideline	AGREEMENT			Comments
	YES	NO	N/A	
<b>SUPERVISION</b>				
<b>Supervision:</b> All children are supervised at all times.				
<b>Ratio:</b> If parents are not on site, ratios as determined by Manitoba Child Care are recommended.				
<b>SPACE</b>				
<b>Room: Maximum Enrollment:</b> Program maintains a safe maximum in numbers of participants to ensure all children's needs are met.				
<b>PROGRAM</b>				
<b>Program Activity:</b> Play activity is offered in appropriate group size and allows for a variety of developmentally appropriate options.				
<b>Sleeping and Toileting:</b> Routines are flexible to meet the developmental needs of children.				
<b>EQUIPMENT</b>				
<b>Telephone:</b> Program has a telephone on site or easily accessible.				
<b>Children's Equipment and Furnishings:</b> Program provides equipment for eating and storage of personal effects				
<b>Toilets and Washbasins:</b> Program provides a minimum of one toilet and one washbasin with running water for each group of 10 children.				
<b>Diapering and Toilet Training Facilities:</b> Program provides diapering and toilet training facilities for children who require them.				
<b>Drinking Water and Cups:</b> Program ensures that children have access to drinking water and separate drinking cups.				
<b>Play Equipment:</b> Program provides safe and developmentally appropriate play equipment for children in attendance. Equipment is cleaned and disinfected on a regular basis.				



COMMENTS/RECOMMENDATIONS

PROGAM CONTACT: \_\_\_\_\_

PARENT CHILD PROGAM CONTACT: \_\_\_\_\_

DATE: \_\_\_\_\_

