

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	
HEALTH AND SAFETY				
Fire Safety: Program is conducted in a space with a current fire inspection report.				
Health: Program is conducted in a space with a current report from the health authority.				
Emergency Numbers and Procedures: Program has an emergency evacuation plan. Procedures and numbers are accessible.				
Fire Extinguisher: Operating fire extinguisher is on site and staff responsible are knowledgeable about the use of the fire extinguisher.				
Poisonous Substances: All poisons and inflammables are stored in an area inaccessible to children.				
Smoking: No person shall smoke on the premises or in the presence of children.				
Hot Beverages: Adults do not drink hot beverages in areas where children are engaged in activities.				
First Aid Kit: Each program provides a first aid kit on site and for outings.				
Menus and Food Provided: 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	
RECORD KEEPING				
Child Information Records: Program keeps current child and family information, appropriate for the program being delivered.				
Attendance Records: Programs keep attendance records.				
Confidentiality Policy: Information about a child or family is kept strictly confidential.				
Research, Photography, Videotaping: Parental consent forms are signed and on file.				
Daily Record: Any records about children are kept confidential. Parents may have access to records concerning their child.				
Outings: Parents are given notice of outings, child information records are taken.				
Transportation Policy: If parents are not on site, a written transportation policy is in place.				
Insurance: Program has current liability coverage.				
STAFFING				
Staff Qualifications: All staff have current job description and are aware of program guidelines and policies				
First Aid Training: At least one staff on site has current training in first aid and CPR.				
Investigation Authorizations: Each staff and volunteer working with children completes a written authorization for criminal records check and child abuse registry.				
Adult Supervision: There is an adult responsible for the direct supervision of children.				
Behaviour Management Policy: Programs develop a positive written behaviour management policy which is provided to all staff, parents and volunteers.				
Child Abuse Reporting: Programs will immediately report any case of suspected child abuse concerning a child in the program.				

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

