

PCPC : Parent Co-Operative Preschool Corporation

Day Nurseries Act: Information Checklist

(to be included in the Operations Binder)

Each and every month, documentation must be filed regarding daily, weekly or monthly routines and activities within the Operations Binder.

At a minimum, each month will include:

- The monthly checklist (overview of all operations)
- Weekly attendance sheets (including daily attendance and playground inspections)
- Weekly program plans
- Monthly snack schedule
- Monthly fire drill summary
- Monthly playground inspection summary
- Monthly summary of daily lead plumbing flushing
- Relevant pages from the daily log
- Any accident or injury reports
- Copies of any Serious Occurrences reported

File the above information after the monthly tab. If a form covers two months, file it with the later month in the year (for example: if a weekly attendance form includes days from June and July, file it under July).

Action Item	Initials
Operational Checklist for the Month of:	
Daily Routine:	
Attendance is recorded and updated every day	
Daily program is posted	
Snack schedule is up-to-date and posted	
Daily log is updated daily and reflects any changes in schedule, who volunteered for the duty day (if applicable), any changes to staffing (absence of teacher), any incidents that impact the health or well-being of a child within the Centre	
Accident log is completed for any injuries or accidents involving children	
Any serious occurrence is reported in accordance with regulations	
Student/ Volunteer Information:	
Up-to-date contact list is posted in the classroom	
Completed registration package and immunization confirmation is on file for each child	
Emergency contact card is on file for each child in the classroom	
Completed volunteer form and police check is on file for all volunteers	
New volunteers review policies and procedures, and sign acknowledgement on file	
Health and Safety:	
Fire drill is conducted on:	
Playground is inspected daily prior to commencing outside time	
Playground is inspected monthly and issues are recorded and corrected	
Daily lead plumbing flushing policies are adhered to	
Any issues regarding classroom maintenance are brought to the Board's attention	
Working with Volunteers:	
Feedback is provided to volunteers regarding their contribution in the classroom – advice is offered to improve the duty day experience	
Breaches of the behaviour management guidelines are dealt with in accordance to contravention guidelines	
Are issues with parents or volunteers brought to the Board's attention?	
Are there issues that need to be brought to the Board (including requests for funding, challenges with schedules, etc.)?	

Policies, procedures and written documents that a childcare Centre must retain or have posted:

General Policies and Procedures

- Approved Financial Records and Statements
- Behaviour Management Policy and Procedures
- Vulnerable Sector Screening Program – Police Reference Checks Policy
- Emergency Contact Information for Children, Employees, Volunteers and Students
- Emergency Contact Information for Community Services (police, fire, hospital, etc.)
- Fire Policy and Procedures

- Insurance Policies and Procedures
- Operating License
- Planned Menus (and menu changes), Lists of Children with Allergies and Respective Allergies
- Program Philosophy, Method of Operation and Services Offered (example: Parent Handbook)
- Training and Development Policies and Procedures
- Up-to-Date Records for all Funded Disabled Children
- Up-to-Date Records for Children (including daily attendance)

Health and Safety

- Anaphylactic Policy and Procedures
- Health and Safety Policy and Procedures
- Medication Policy and Procedures
- Playground Safety Policy and Procedures
- Safe Drinking Water Policy and Procedures
- Sanitation Policy and Procedures
- Serious Occurrence Policy and Procedures
- Smoke Free Policy and Procedures

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