

The Childcare Checklist



Childcare centre name: Click or tap here to enter the centre name.

Centre phone: Click or tap here to enter the phone.

Address: Click or tap here to enter the address.

Click or tap on each box to answer yes or tick complete. Leave it blank if the answer is no or you're unsure.

Getting started

- ☐ Is the centre close to home, work or on the way?
- ☐ Is the location easy to get to?
- ☐ Is there adequate parking for drop-offs and pick-ups or public transport you can use nearby?
- ☐ Have you noted the centre's opening hours?
- ☐ Does it open early enough and close late enough?
- ☐ Is it open on weekends, school and public holidays?
- ☐ Do they offer casual bookings?
- ☐ Are family comments and reviews on social media generally positive?
- ☐ Did you download the centre's family book or prospectus from their website?
- ☐ Did you find useful information on their website or blog?
- ☐ Was booking a tour, at a time good for you, easy?

First impressions

- ☐ Was parking or getting there easy?
- ☐ Does the entrance make a good first impression?
- ☐ Does it feel safe and secure?
- ☐ What's your gut saying right now? Yes or no?
- ☐ Was the welcoming friendly and meaningful?

Vacancies, fees & the NQF

You can find the answers to these questions at [Starting Blocks](#) or the [ACECQA National Registers](#).

- ☐ Are there vacancies for when you need them? (Check age group, days and time.)
- ☐ How much are the fees? \$Enter daily or hourly rate.
- ☐ Are the fees all inclusive? Do they include nappies, wipes, meals, sunscreen, incursions, excursions and extra-curricular activities?
- ☐ Do they waive additional fees and penalties?
 - Late payment fees: \$Enter daily or hourly rate.
 - Late pickup fees: \$Enter daily or hourly rate.
 - Other fees or penalties: \$Enter daily or hourly rate.
- ☐ Are they registered for CCS?

NQF continued...

- ☐ Does the centre follow the National Quality Standards?
- ☐ What are the centre's ratings for each of the 7 quality standards?
 1. Choose an item.
 2. Choose an item.
 3. Choose an item.
 4. Choose an item.
 5. Choose an item.
 6. Choose an item.
 7. Choose an item.
- ☐ Does the centre have an active Quality Improvement Plan?

Centre management

- ☐ What's the drop-off and pick-up procedure?
- ☐ What are the centre's health and safety procedures?
- ☐ How can families get involved with the centre and their child's care and learning?
- ☐ Does the centre hold family nights for socialising, wellness, feedback, education and discussion?
- ☐ How does the centre communicate with families?

Children

- ☐ Are there inviting displays of resources (such as natural resources, loose parts, recycled materials and toys)?
- ☐ Do the children seem cheerful and relaxed?
- ☐ What's the centre policy for sick children?
- ☐ Do the children need to wear shoes when playing outside?
- ☐ At what age do they start toilet training?
- ☐ Does the centre have an onsite nurse or organise health and wellness visits?

Meals

- ☐ Are all meals and snacks provided?
- ☐ Do they have a menu?
- ☐ Do they cater for special dietary requirements?
- ☐ Does the chef interact with the children for cooking lessons? or garden-to-the-table experiences?
- ☐ What happens to uneaten meals?

Educators

- ☐ What experiences, qualifications and backgrounds do educators have? You may be able to view educators' profiles on the walls inside the centre.
- ☐ How many qualified teachers are in the rooms?
- ☐ Do all educators do anaphylaxis training?
- ☐ Are there any educators who use sign language?
- ☐ Are any educators multilingual? What languages do they speak?
- ☐ Do the educators look happy, presentable, engaged and passionate about what they're doing?
- ☐ How do the educators interact with the children?
- ☐ How do educators resolve conflict between the children?
- ☐ Do you like the educators?

Community

- ☐ Do they have any community displays visible, raising awareness for a local cause or fundraising?
- ☐ Where do they go for local community excursions?
- ☐ Do they invite guests, such as the local fire station, to talk to the children?
- ☐ Do they have open days and invite the community?
- ☐ Which local schools do they connect with?

Centre facilities

- ☐ Does the centre promote a sense of belonging?
- ☐ Is it clean and well maintained?
- ☐ Were you asked to sign in?
- ☐ Does it look like its loved by children?
- ☐ Are spaces designed to inspire children?
- ☐ Does it promote children's health and safety?
- ☐ Are there quiet places for relaxation and reflection?
- ☐ Does it have welcoming areas for educators and families?

Indoors

- ☐ Is there a balance of natural and artificial light?
- ☐ Are there meaningful displays of children's learning
- ☐ Are the toilets and change tables clean and organised?
- ☐ Do the rooms look clean and fresh?

Outdoors

- ☐ Can you see real grass and trees?
- ☐ Do they have gardens where children can grow things?
- ☐ Do they have well-kept safe play equipment?
- ☐ Is there plenty of shade?
- ☐ Do they have water or other natural features?
- ☐ Are children wearing hats and sunscreen?

Curriculum

- ☐ Are there inviting displays of resources (such as natural resources, loose parts, recycled materials and toys)?
- ☐ Is the curriculum child-led?
- ☐ What's the centre's early childhood philosophy?
- ☐ Can children participate in safe risk-taking play?
- ☐ Does the environment invite exploration and investigation?
- ☐ Does it encourage small group play?
- ☐ Does the environment reflect the needs of the children, their lives, community and identity?
- ☐ Do the rooms display books? Can children borrow the books and take them home?
- ☐ Is there a space that encourages noisy, rough and tumble play?
- ☐ Do they encourage children's creativity?
- ☐ Do they support STEAM? (Science, Technology, Engineering, Arts and Mathematics).
- ☐ What extra-curricular experiences are available for children, and at what age?
- ☐ What special days do they celebrate throughout the year?

Your space for questions or notes
