

# Daycare Tour Checklist

## ***Essential Questions for Ottawa Parents***

This comprehensive checklist ensures you ask all the important questions during your daycare tour. Check off each question as you go and use the notes section to record answers and impressions.

## ■ SAFETY & SECURITY

### ***Emergency Procedures***

- What are your emergency evacuation procedures?
- How do you handle medical emergencies?
- When do you call 911 vs. parents first?
- Where are emergency contacts stored?

Notes: \_\_\_\_\_

### ***Allergy Management***

- How do you manage food allergies?
- Are you comfortable administering an EpiPen?
- How do you prevent cross-contamination?
- What happens if another child brings unsafe food?

Notes: \_\_\_\_\_

### ***Staff Training***

- What emergency certifications do staff have?
- When were certifications last renewed?
- Do you have specialized allergy/medical training?

Notes: \_\_\_\_\_

## ■ DAILY ROUTINE & ACTIVITIES

### ***Schedule Structure***

- Can you walk me through a typical day?
- How do you balance structured activities with free play?
- How do you manage transitions between activities?

- How do you accommodate different age groups?

Notes: \_\_\_\_\_

### ***Rest & Outdoor Time***

- How do you handle nap schedules for different ages?
- What do non-nappers do during quiet time?
- How much outdoor time do children get daily?
- What's your policy for extreme weather?

Notes: \_\_\_\_\_

## **■ FOOD & NUTRITION**

- What meals and snacks do you provide?
- Can I see a sample menu?
- How do you handle picky eaters?
- Can you accommodate dietary restrictions?
- What drinks are offered throughout the day?

Notes: \_\_\_\_\_

## ■ COMMUNICATION

- How do you communicate daily activities to parents?
- What's included in daily reports?
- How can I reach you during the day if needed?
- What's your preferred method for non-urgent questions?
- How do you handle behavioral concerns?

Notes: \_\_\_\_\_

## ■ POTTY TRAINING SUPPORT

- What's your approach to potty training?
- How do you coordinate with parents on potty training?
- How do you handle accidents?
- Do you use scheduled bathroom breaks or child-led timing?
- How do you celebrate potty successes?

Notes: \_\_\_\_\_

## ■ SICK POLICIES

- What symptoms require a child to stay home?
- What happens if my child gets sick during the day?
- What's your pickup timeframe for sick children?
- When can children return after being sick?
- Do you require doctor's notes?

Notes: \_\_\_\_\_

## ■ THINGS TO OBSERVE

### *Environment*

- Clean but lived-in spaces (not too pristine)
- Age-appropriate safety measures
- Variety of educational toys and materials
- Good lighting and ventilation
- Organized but accessible toy storage
- Safe outdoor play area

### *Staff Interactions*

- Warm, patient communication with children
- Getting down to children's eye level
- Children seem comfortable approaching staff
- Positive redirection rather than harsh discipline
- Genuine interest in children's activities

### ***Children's Behavior***

- Children appear happy and engaged
- Appropriate noise level (not chaos or silence)
- Children playing cooperatively
- Age-appropriate independence

## ■ ADDITIONAL QUESTIONS

*(Space for your specific concerns)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ■■ RED FLAGS TO WATCH FOR

- Staff seems irritated by your questions
- Vague or evasive answers to specific questions
- No written policies available
- Chaotic or overly rigid environment
- Children seem fearful or withdrawn
- Unclean or unsafe conditions
- High staff turnover mentioned
- Reluctance to show all areas

## OVERALL IMPRESSIONS

Daycare Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Contact Person: \_\_\_\_\_

First Impression:

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Strengths:

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Concerns:

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Would you feel comfortable leaving your child here? ☐ Yes ☐ No ☐ Maybe