



Partner Site Specific Checklist

during COVID-19 Reopening

Please provide completed copies for each party and email copy to:
 Supervisor - Childcare Services at theresa.mcfadden@cklass.ca

Checklist should be reviewed when a change in leadership is announced (New Principal/New Childcare Supervisor)

2020 NEW CHECKLIST

Date

SITE DETAILS

School	Name	<input type="text"/>	Phone #	<input type="text"/>
	Address	<input type="text"/>		
Child Care Provider	Name	<input type="text"/>		

SCHOOL CONTACT INFORMATION

School Principal	Name	<input type="text"/>	Cell #	<input type="text"/>
	Email	<input type="text"/>		
Vice Principal	Name	<input type="text"/>	Cell #	<input type="text"/>
	Email	<input type="text"/>		
Custodial Supervisor	Name	<input type="text"/>	Cell #	<input type="text"/>
	Email	<input type="text"/>		
Custodian(s)	Name	<input type="text"/>	Work hours	<input type="text"/>
	Name	<input type="text"/>	Work hours	<input type="text"/>
Secretary(s)	Name	<input type="text"/>	Work hours	<input type="text"/>
	Name	<input type="text"/>	Work hours	<input type="text"/>

CHILD CARE CONTACT INFORMATION

Director/ Manager	Name	<input type="text"/>	Work #	<input type="text"/>
	Email	<input type="text"/>	Cell #	<input type="text"/>
Site Supervisor	Name	<input type="text"/>	Work #	<input type="text"/>
	Email	<input type="text"/>	Cell #	<input type="text"/>

FACILITY INFORMATION

Procedures should fire alarm be pulled after hours:

Emergency

False Alarm

Procedures should school alarm sound after hours:

Water flushing procedure

Daily?

Weekly?

Water flushing location in school?

Fire Evacuation site

Water Testing reports provided by CLASS to Child Care on an annual basis

Playground Use & Inspections reports provided by CLASS to Child Care on a need be basis

Schools Lockdown Procedures shared?

Schools Fire Drill Procedure shared?

Concussion Policy in Manual reviewed?

Breakfast Program information shared?

FULL CHILD CARE CENTRE/PRESCHOOL PROGRAM

Full Day Child Care	Operating Capacity:	Infant	<input type="text"/>	Toddler	<input type="text"/>	Preschool	<input type="text"/>
	Program hours (am to pm)	<input type="text"/>					
	Staff parking location	<input type="text"/>					
	Public entrance into child care location	<input type="text"/>					
	Screening station location	<input type="text"/>					

Fire Alarms	Evacuation site for child care	<input type="text"/>					
	Best time for drills	<input type="text"/>					
	School conducts drills	<input type="text"/>	times a year	Child care conducts drills	<input type="text"/>	monthly	

Lock down notification procedure:

Clinic Space/Services? (list all spaces used/services offered)

EarlyON Centre (hours)	<input type="text"/>	Not applicable?	<input type="text"/>
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Open during school holidays?	PA days	<input type="text"/>	Christmas break	<input type="text"/>	March break	<input type="text"/>	Easter Monday	<input type="text"/>	Summer break	<input type="text"/>
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Inclusion plan? (how can the child care become part of the school community)

PROGRAM INFORMATION

Before/After (6-12 years)	Licensed capacity# <input type="text"/>	Operating capacity # <input type="text"/>
	Current licensed location(s)	<input type="text"/>
	Revised 2020 location(s)	<input type="text"/>
	Before school program hours <input type="text"/>	After school program hours <input type="text"/>
	Location of washrooms to be used	<input type="text"/>
Extended Day (FDK)	Licensed capacity # <input type="text"/>	Operating capacity # <input type="text"/>
	Current licensed location(s)	<input type="text"/>
	Revised 2020 location(s)	<input type="text"/>
	Program hours (am to pm)	<input type="text"/>
	Location of washrooms to be used	<input type="text"/>

Alternate licensed spaces, as seen on Space Sharing Form (location while room is being cleaned during inclement weather)

Regular daily used rooms are booked through: <http://communityuseofschools.ca>
 Child care programs can only use designated licensed space (rooms) as identified on the Space Sharing Attestation Form (Appendix G)

CHILD CARE CONTACT INFORMATION

Site Supervisor	Name <input type="text"/>	Work # <input type="text"/>
	Email <input type="text"/>	Cell # <input type="text"/>
Child Care Staff (Before/After only)	Name <input type="text"/>	Name <input type="text"/>
	Name <input type="text"/>	Name <input type="text"/>
Child Care Staff Identification	Name tag? <input type="text"/>	Picture ID? <input type="text"/>

CHILD CARE SCREENING STATIONS

School bell times	AM <input type="text"/>	PM <input type="text"/>
Before school	School Safe School Entry procedure and times	<input type="text"/>
	Location of child care screening station	<input type="text"/>
	Times of child care screening station (must be completed & dismantled 15 mins prior to school arrival times)	<input type="text"/>
	Before school program dismissal time & procedure (time children may be released to their classrooms)	<input type="text"/>
After school	Schools dismissal procedure and times	<input type="text"/>
	Transfer of students from school day to child care program	<input type="text"/>
	Pick up procedures for families from after school program	<input type="text"/>

COMMUNICATION STRATEGIES

Special attendance (example: parents must notify child care if child not attending program after school)

School closures

Denied access to C.C. from screening

Injury/Accidents reporting strategies (shared release of information for children on file)

School newsletters (how it is shared)

PA DAYS/SCHOOL HOLIDAYS

Programs offered	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Depends on enrollment <input type="checkbox"/>
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Rooms to be used	<input style="width: 100%;" type="text"/>
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PA days, holidays, summer (covered in lease agreement).
Please visit: <http://communityuseofschools.ca>

FACILITY INFORMATION

Parking	Child care staff <input style="width: 20%;" type="text"/>	Parents (drop-off/pick-up) <input style="width: 20%;" type="text"/>
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Child care access	Fob? <input style="width: 20%;" type="text"/>	Alarm code? <input style="width: 20%;" type="text"/>
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Child care designated storage	<input style="width: 100%;" type="text"/>
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Shared site equipment (may look different this school year)	<input style="width: 100%;" type="text"/>
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