



Partner Site Specific Checklist

Please provide completed copies for each party and email copy to:
Supervisor - Childcare Services at theresa.mcfadden@cklass.ca by September 30th

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

Date	<input type="text"/>
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SITE DETAILS

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

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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"/>

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CHILD CARE CONTACT INFORMATION

**Director/
Manager**

Name

Work #

Email

Cell #

**Site
Supervisor**

Name

Work #

Email

Cell #

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FACILITY INFORMATION

Procedures should fire alarm be pulled by child after hours (if known false alarm):

Procedures should school security alarm sound after hours (arming or disarming building):

**Water
Flushing
Procedure**

Daily?

Weekly?

Water flushing location in school?



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



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

Schools Lockdown Procedures shared

School Fire Drill Procedure shared

Concussion Policy in Manual reviewed

Breakfast Program information shared



FULL CHILD CARE CENTRE/PRESCHOOL PROGRAM

Full Day Child Care

Licensed Capacity:

Infant

Toddler

Preschool

Operating Capacity:

Infant

Toddler

Preschool

Program hours (am to pm)

Staff parking location

Public entrance into child care location

Fire Alarms

Evacuation site for child care

Best time for drills

School conducts drills

times a year

Child Care conducts drills

monthly

Lock down notification procedure:

Communication strategy between school & child care *(ex: notice of special events at school that could affect child care parking)*

Inclusion plan? *(How can the child care become part of the school community)*

Is Child Care open during school holidays?

PA Days

Christmas break

March break

Easter Monday

Summer break

Clinic Space/Services? *(List all spaces used/services offered) (N/A)*

EarlyON Centre (hours)

Not Applicable?

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PROGRAM INFORMATION

**Before & After
(6-12 years)**

Licensed Capacity (# of children on license)

Operating Capacity (actual # of children)

Current licensed space (location in school ex: room #)

Alternate licensed spaces, as seen on Space Sharing Form

Before school program hours

After school program hours

Location of washrooms to be used

Entrance to be used - drop off/pick up procedure (how do families enter the building and/or notify child care they have arrived)

Extended Day (FDK)

Licensed Capacity

Operating Capacity

Current licensed space (location in school ex: room #)

Alternate licensed spaces, as seen on Space Sharing Form

Program hours (am/pm)

Location of washrooms to be used

Extended Day (routine for kindergarten drop off to classroom and collection at end of day)

* Regular daily used rooms and holidays are booked through <http://www.communityuseofschools.ca>

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CHILD CARE CONTACT INFORMATION

Supervisor

Name

Work #

Email

Cell #

Child Care Staff (Before & After only)

Name

Name

Name

Name

Child Care Staff Identification

Name tag?

Picture ID?

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COMMUNICATION STRATEGIES

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

School closures

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

School Newsletters *(How is it shared)*

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PA DAYS/SCHOOL HOLIDAYS

Programs offered?

Yes

No

Depends on enrollment

Rooms to be used:

* PA days, holidays, summer (covered in lease agreement). Please visit <http://www.communityuseofschools.ca>

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FACILITY INFORMATION

Parking for child care staff

Parking for parents (drop off/pick up)

Child care access to school

Fob? (Fobs assigned by CLASS - Supervisor Child Care Supervisor)

Alarm code?

Child care designated storage in shared spaces

Shared site equipment