



**C H I L D C A R E C E N T R E
E V A L U A T I O N
C H E C K L I S T**

Your choice of child care may be influenced by a number of different factors. The following questions may help you in your evaluation.

Centre name:	
Address:	
Phone:	
Centre Director's Name:	
Distance from home: km's and time	
Distance from work: km's and time	
Operating hours:	

Questions and Observations	Yes/No	Notes
Is the childcare service accredited? Can you see the certificate prominently displayed?	Yes/No	
Are the children spoken to in a warm and friendly manner?	Yes/No	
What orientation process is available to my family?	Yes/No	
What will happen on my child's first day?	Yes/No	
How are the staff introduced to my family and my child?	Yes/No	
How will I be made aware of changes to the staff caring for my child?	Yes/No	
How will my child be supervised?	Yes/No	
What do I do if I want to discuss any issues relating to my child?	Yes/No	
Have I been made aware of the daily routines?	Yes/No	
Is there a written activity program on display for my family and child to view?	Yes/No	
How does the activity program cater to the individual needs of my child?	Yes/No	
What activities will my child be doing and how are these activities decided?	Yes/No	
Are there opportunities for my child to participate in activities where they can explore real life tasks eg: packing up, personal hygiene, mealtimes and cooking activities?	Yes/No	
How is my family encouraged to become involved in the activity program?	Yes/No	
What feedback will I be given about my child's day and how will this information be communicated to my family?	Yes/No	
Are the outdoor and indoor environment and equipment secure, safe and clean?	Yes/No	
Is there written information on policies and procedures available for families? How can my family access this information?	Yes/No	
What accident and emergency procedures are in place to ensure my child is safe?	Yes/No	
What will happen if my child becomes sick whilst in care?	Yes/No	

Perhaps most important of all when choosing childcare look at how carers and staff interact with the children and whether the atmosphere is warm, friendly and welcoming.

To assist families seeking childcare, the National Childcare Accreditation Council provides the names of registered services through an easy search facility on their website: www.ncac.gov.au

Disclaimer: this document is provided as a simple prompt to assist parents in evaluating a potential provider of childcare services. As every child and family have individual requirements, it is not intended to be a definitive checklist and parents should rely on their own enquiries and observations in deciding the appropriateness of any childcare centre they may be considering.