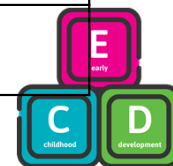


Check List

Early **C**hildhood **D**evelopment

School Information

ECD Name			
Email:			
Telephone Number			
NPO Number			
Address:			
How many classrooms			
Fees			
How many Teachers			
How many Children	0-1	2-3	4-6



Day Care

1. Facility Checklist		2. Safety and Security		3. Kitchen Hygiene		4. Sanitary Needs		5. Cleaning & refuse removal	
Safe and Waterproof		Fenced or locked in		Out of Children's reach		Running Water		Cleaner and Cook apron/overalls	
1,5 sqm per child		Emergency plans and procedure		Safety measures/gas paraffin		Potty's, 1 per child		Cleaner and cook hair nets	
Washable Floors/carpets		Sick Children/Medication		Available cooling facility		Toilets, 1 per 20 children		Daily cleaning routines as displayed	
Adequate ventilations		Sick Bay		Sufficient Washing-up facility		Basin, 1 per 20 children		Designated Cleaning tools	
Adequate light		First Aid Kit		Hand wash facility (soap and towel)		Nappy Changing Area		Disposal containers with lid	
Electrical Plugs Covered		First Aid Certificate		Eating Routine		Gloves		Disposal containers disinfection	
Tables, chairs and mattresses		Certificate of Health		Balanced Meals as displayed on menu		Bathroom routine		Municipal refuse disposal	
Storage for personal belonging		Acceptability of feeding premises		Sufficient Cutlery, crockery		Separate Staff Bathroom		Outside Maintenance	
		Fire Extinguishers (yearly services)		General Hygiene		General Hygiene			
		Fire Training Certificate							
Achieved									
Not Achieved									



Office Administration

6. Official Paper Work		7. Household administration		8. Financing		9. Staff administration		10. Parent involvement	
Children's Registration Forms		Monthly/Weekly Shopping		Receipt Book		Employment Act Displayed		Updated Notice Board	
Children's birth Certificate		Bulk buying		Non-payment follow-up		Attendance register (staff)		Contact system	
Children's clinic cards		Kitchen stock control		Petty Cash		Working schedule		Newsletters	
Parent identification		Asset Control		Banking Account		Contracts & disciplinary codes		Parent Interviews (filed)	
Parent sign in/out record		Store Room		Financial records		Leave records		Parent Committee	
Classroom registers (children)		Inside Maintenance		Budgeting monthly/yearly		Weekly meetings		Dedicated school telephone	
Filing System				NPO Registration		Social Dev (Partial care) registration		Parent Meeting twice per year	
Child protection policy						Forum registration information		Progress reports twice per yer	
Achieved									
Not Achieved									



Education

11. Daily program		12. Age appropriate		13. Classroom equipment		14. Outdoor Play	
Separated age groups		Weekly theme planning		Educational tools, shapes, colors etc		Jungle gym/slide	
Appropriate teacher/child ratio		Theme tables		Books		Swings	
Structured routine		Morning ring		Fantasy toys		Balancing equipment	
Indoor free play program		Them discussions		Construction toys		Sandpit	
Classroom supervision		Art presentation		Fine motor activities		Water play	
Forum Training attendance		Music lessons/instruments		Mathematic activities		Bakes/Scooters/Push cars	
		Movement lessons/equipment		Science activities		Playground supervision	
Achieved							
Not Achieved							

