

# CENTRE VISIT CHECKLIST

Centre Visit Date :

Name of Principal :

Program/Enrichment Cost:

## 1. ENVIRONMENT

---

---

- Clean, tidy & safe classroom environment (e.g. adequate natural light, space for children to perform their activities)
- Hygienic and adequate kitchen facilities (e.g. understand how and who prepares the food and observe general upkeep of the kitchen)
- Variety of reading materials and toys (e.g. developmentally appropriate and condition)
- Adequate and clean bathroom facilities (e.g. observe the general cleanliness of the bathroom facilities)
- Adequate playgrounds (e.g. ensure that there is sufficient equipment to cater to the number of children at the center and assess if there will be sufficient play time for all)
- Proper security and safety controls (e.g. controls around who can enter the childcare center and the usual safety precaution such as fire extinguishers, first aid kit and electrical outlet covers)

### Comments

## 2. LOCATION

---

---

- Easily accessible via public transportation (e.g. bus and train)
- Convenient pick-up and drop-off location (e.g. driveway)
- Sufficient and convenient parking available nearby (e.g. nearby public or private parking)
- School bus service available (e.g. a good option for the older children who are in kindergarten)
- No Traffic Concerns (e.g. observe morning & evening traffic conditions)

### Comments

### 3. TEACHER QUALITY

---

---

- Properly qualified (e.g. Certificate, diploma & degree)
- Tenure of service @ Childcare Center (e.g. Understand staff turnover situation)
- Teacher to child ratio (e.g. Understand the Usage of trainee childcare centre providers)
- Knowledgeable on procedures to handle sick children, conflict and HFMD outbreaks
- Knowledgeable on center's curriculum and programs

#### Comments

### 4. PROGRAM QUALITY

---

---

- Good schedule of activities for the children (e.g. individual or group play, flexible schedule or choice of activities)
- Nutritious healthy meals and refreshments for the children that is prepared at the centre
- Adequate opportunities to explore the environment in different ways (e.g. music, simple food preparation, art and drama)
- Educators create a positive and warm environment for the children with adequate discipline in place (e.g. observe teacher-child interaction and assess if your child will fit into this environment well)
- Provides proper feedback for parents to understand their child's development progress (e.g. parent portal, parent engagement sessions or report cards)

#### Comments