



# All Licensed Child Care Programs: Routine Care Checklist

To complete this form, check off all the items that apply, and write in n/a for those items not applicable. The **Comments** section may be used to list goals and priorities. More information is contained in the booklet *Furnishings & Equipment Guidelines for Licensed Child Care Facilities*, pp. 9-11.

### Office

- desk or table & chair
- filing cabinet or other space for files
- telephone/telephone index
- first aid kit
- notice board for parent information

### Maintenance

- vacuum cleaner
- mop with pail
- broom and dustpan
- toilet brush
- cleaning supplies

### Washroom Equipment

- sinks
- liquid soap dispenser (1 per sink)
- paper towel dispenser or individual towels for each child
- garbage receptacle
- toilets
- toilet tissue dispenser (1 per toilet)
- adapted toilets and assist rails as needed
- potty chairs for infants/toddlers
- change table or change mats as needed
- container for soiled diapers as needed
- sturdy step-stool(s) to allow children to reach the sink, toilet and change table

### Kitchen

- cutlery, unbreakable dishes - sufficient for each child and staff member, and adapted as needed
- refrigerator, if necessary for food safety
- garbage receptacle
- liquid soap dispenser
- paper towel dispenser
- sink
- stove or hotplate
- kettle, coffee pot (☆)
- dishwasher (☆)
- microwave (☆)
- cooking utensils (☆)
- pots and pans, baking pans, mixing bowls (☆)
- mixer, food processor, blender (☆)

### General Furnishings

- cot or foam mattress for each napping child, not less than 7.5 cm in thickness, with waterproof cover. For each infant, a crib or cot
- window coverings in areas where children nap (◆)
- child size chairs, one for each child
- child size tables, adapted with rims, or made accessible to wheelchairs as needed
- additional chairs for staff, parents, and volunteers to sit at tables with children
- cosy couch, chair or rocker
- paper cup dispenser or individually labelled cup for each child
- child-proof gates and door handles as needed
- car seats as needed (refer to Motor Vehicles Branch for current information)
- extra clothing for emergencies (☆)
- utility sink (☆)

#### for infants:

- stroller or carriage
- playpen
- high chair
- infant chair (☆)
- infant carrier, e.g. backpack or sling (☆)

### Storage

- cubbies or other private storage area for each child (e.g. coat hook with drawstring bag or plastic bin)
- open shelves for storage of toys and play materials
- closed cupboards for storage of additional equipment
- lockable cupboard or box for medications
- lockable storage, or area inaccessible to children, for cleaning supplies and other hazardous materials
- lockable cupboard for personal belongings of staff
- space for parents' strollers
- containers for toy storage: baskets, tubs, trays in a variety of sizes
- cupboards with lockable casters for use in activity areas and as dividers between activity areas (☆)

**Key:** (☆) = enhanced (◆) = may not be required for preschool or school age programs

**Meets basic furnishings/equipment requirements for routine care**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Name of Facility:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_