

Day Care Centre Questionnaire

- 1. Name of Insured: _____
- 2. Name of Principals: _____
- 3. Address of Insured: _____
- 4. Number of years in business: _____
- 5. Previous Losses: _____
- 6. Present Insurer: _____
- 7. Expiry Date of Policy: _____
- 8. Is the school licensed by a Government Agency? _____
- 9. Total number of children Insured is licensed to accommodate? _____
- 10. Number of children per day? _____
- 11. Ages of children? _____
- 12. Number of Supervisors? _____

- 13. Age of Supervisors? _____
- 14. Qualifications of Supervisors _____
- 15. Hours and days of operation? _____
- 16. Does a Nurse visit the centre? _____
- 17. If so, by whom is the Nurse employed? _____
- 18. Is this a Registered Nurse? _____
- 19. Duties of Nurse? _____
- 20. Describe fully all playground equipment and supervision? _____

- 21. Are any outside activities planned? (e.g., field trips, etc., describe & frequency?) _____
- 22. _____
- 22. If so, describe mode of transportation and supervision? _____
- 23. Please provide copy of contract and/or registration form signed by parents or guardian: _____
- 24. Ratio of qualified staff to children under 2 1/2 year - over 2 1/2 years

- 25. What rules relate to delivery and pick-up of children; especially when parents delayed or otherwise unable to pick up child? (i.e. Are alternate approved names kept on file and identification checked before children are allowed to leave?) _____

26. What is policy regarding sickness or communicable disease? _____

27. Do all staff have first aid training? _____
28. What procedures employed relative handling of potentially harmful items? (i.e., paints, cleaning materials, medication kept on premises, etc.) (Are they in locked cabinets?) _____
29. Are children segregated by age group? _____
30. Any parent participation? _____
31. Are fire drills held? _____
32. Location of nursery premises in context of building? (i.e., basement egress in case of fire) _____
- _____
33. What maintenance programme relative indoor/outdoor play equipment? _____
- _____
34. Do outside activities include swimming classes, visits to amusement parks? _____
35. At the time of registration, does the Day Care Centre ask parents if the child has any allergic or medical problems? _____
- _____
36. If yes to above, does Day Care Centre obtain written instructions from parents, and will medication be administered (if needed) as directed? _____
37. If yes, will Day Care Centre keep a written record of time, medication and by whom administered? _____
- _____
38. Are hot meals provided or snacks only? _____

Insured's Signature

Date