

SASKATOON FAMILY CHILD CARE HOMES ASSOCIATION

ALTERNATE PROGRAM

CHECKLIST

EMERGENCY PROCEDURES

1. Location of exits, smoke alarms, fire extinguisher, fuse box, main water valve, and furnace shutoff.
2. Evacuation plan.
3. Emergency back-up home and person.
4. Emergency telephone numbers, including numbers where the parents or parent designates of the children may be reached.
5. Location of first-aid equipment.

INFORMATION ABOUT INDIVIDUAL CHILDREN

1. Daily routine.
2. Likes and dislikes.
3. Eating habits.
4. Sleep and rest habits.
5. Toileting habits.
6. Allergies.
7. Response to emergency procedures and fire drills.
8. Medications and the need for written parental approval to administer.
9. Authority to pick up child.

GUIDELINES

1. Requirement to maintain close, ongoing supervision of the children.
2. Familiar with contracts, policies, procedures and rules of the home.
3. Importance of confidentiality.
4. Areas of home off-limits to child care children.
5. Smoking policy.
6. Name children should call alternate.
7. Providers' own children.

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PARENTS

1. Pick up arrangements.
2. Procedure to follow if pickup arrangements are changed.
3. Confidentiality.
4. Money transactions.

ROUTINES

1. Arrival and pickup times.
2. Washing and toileting.
3. Transition periods.
4. Eating.
5. Outdoors.
6. Program.

MEALS AND SNACKS

1. Time.
2. Menu.
3. Preparation.
4. Location of food and supplies.

TASKS/HOUSEKEEPING REQUIRED

1. Clean up after meals, spills, children's activities, and "children's accidents".