

Childcare Centre Tour Checklist

Print this. Take it with you. Ask the hard questions. Trust your gut.

Centre name	Date	Tour guide
SAFETY & SUPERVISION ☐ Clear policy for supervision during toileting and nappy changes Are educators ever alone with a child behind a closed door? ☐ Clear policy for sleep supervision and monitoring How often are sleeping children physically checked? ☐ Visible sightlines throughout centre (glass panels, open doors) ☐ Secure entry/exit - visitors must sign in, doors coded/locked ☐ Incident reporting process explained When would you call me vs tell me at pick-up? ☐ Emergency procedures and evacuation plan visible ☐ Current first aid trained staff on every shift		
HEALTH & NUTRITION ☐ Can see this week's actual menu (not just sample) Can I see what the children are eating this week? ☐ Food prepared on-site with fresh ingredients ☐ Kitchen is clean and accessible for parents to view ☐ Clear allergy management and dietary accommodation process ☐ Menus include variety - fruits, vegetables, proteins, not 'beige food' ☐ Hygiene practices visible (handwashing routines, nappy change) ☐ Illness policy explained (when to keep children home)		
LEARNING & DEVELOPMENT ☐ Educational philosophy explained (play-based, Reggio, Montessori) ☐ Aligned with Early Years Learning Framework (EYLF) ☐ Focus on all 5 developmental areas (physical, social, emotional, language, cognitive) ☐ Screen time policy - ideally zero or very limited What is your screen time policy? ☐ School readiness through play and relationships, not worksheets ☐ Individual learning plans or observations for each child ☐ NQF Quality Rating - ideally 'Meeting' or above What's your NQF rating? When was your last assessment?		
COMMUNICATION & TRANSPARENCY ☐ Daily updates provided (app, diary, or verbal) How will I know what my child did today? ☐ Photos and learning stories shared regularly ☐ Director/management accessible and approachable ☐ Clear complaints/concerns escalation process		
OBSERVE DURING YOUR VISIT ☐ Do children look happy, engaged, and calm? ☐ Are educators at child height, making eye contact? ☐ Do staff use children's names and speak warmly? ☐ Is there purposeful activity, or are children wandering aimlessly? ☐ What's the noise level? (Lively is fine. Chaotic is not.) ☐ How do staff respond when a child is upset or needs help? ☐ Do staff seem rushed and stressed, or present and engaged? ☐ Did anyone greet you warmly and know who you are? After the tour: Would I feel safe leaving my child here?		
STAFF & QUALIFICATIONS ☐ Staff continuity and recent changes explained How long have your educators been working here? ☐ Any staffing waivers and safeguards explained Do you have any staffing waivers right now? ☐ Staff screening goes beyond Working with Children Check What happens beyond WWC? Reference checks? Probation? ☐ WA ratios: 1:4 (0-24m), 1:5 (>24-<36m), 1:10 (36m-preschool) ☐ Qualified Early Childhood Teacher on staff (not just Cert III) ☐ Ongoing professional development for all staff ☐ Clear process if parent raises concern about staff member		
SLEEP & REST ☐ Written safe sleep policy aligned with Red Nose guidelines ☐ Physical checks (not just monitor) on sleeping children ☐ Cots meet Australian standards - firm mattress, no loose bedding ☐ Sleep room has adequate ventilation and monitoring capability ☐ Staff trained in safe sleep practices Have your staff completed Red Nose training? ☐ Flexibility to discuss individual needs and preferences ☐ Children never slept in bouncers, prams, or highchairs		
ENVIRONMENT ☐ Outdoor space has natural materials (sand, water, plants, logs) ☐ Children spend significant time outdoors daily How much outdoor time do children get each day? ☐ Variety of play options - not just plastic equipment ☐ Indoor spaces are calm, organised, and inviting (not overwhelming) ☐ Equipment and toys in good condition, clean, age-appropriate ☐ Sun safety measures in place (shade, hats, sunscreen policy) ☐ Children's work and projects displayed (shows intentional learning)		
CONCERNS TO FOLLOW UP ☐ They get defensive or dismissive when you ask safety questions ☐ Answers are vague: "We've never had any issues" / "Don't worry about that" ☐ Restricted areas or safety questions are not explained ☐ Staff changes or continuity plans are not explained ☐ Children seem distressed, ignored, or over-controlled ☐ They pressure you to enrol on the spot Ask follow-up questions and compare before deciding. ☐ No☐ Unsure☐ Maybe☐ Yes		
Notes		