

ADMIN

Administration



Name of centre: _____ Loc #: _____
 Room #: _____ Date Completed: _____
 D/M/Y

Staff and Program					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
1. Staff on Duty	<input type="checkbox"/> ECE or Ministry-approved staff not in accordance with <i>DNA</i> requirements <input type="checkbox"/> Supervisor does not have training or experience as required in <i>DNA</i>	<input type="checkbox"/> An ECE or Ministry-approved staff on duty at the beginning or at the end of the day	<input type="checkbox"/> An ECE or Ministry-approved staff on duty at all times <input type="checkbox"/> Ratios are maintained in accordance with the <i>DNA</i>	<input type="checkbox"/> More than the required number of ECE or Ministry-approved staff in every room	1 2 3 4
2. Staff Meetings Scheduled <small>(*Notes 2.2, 2.3: scheduled staff meetings are organized prior to the meeting date/time)</small>	<input type="checkbox"/> Staff meetings are not held	<input type="checkbox"/> Staff meetings are held but not scheduled*	<input type="checkbox"/> Staff meetings are scheduled to support ongoing communication between staff*	<input type="checkbox"/> Staff meetings scheduled once per month <input type="checkbox"/> Minutes taken at meetings <input type="checkbox"/> Staff have input into the agenda	1 2 3 4


Staff and Program					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
3. Professional Development and/or Staff Evaluations	<input type="checkbox"/> No professional development and/or staff evaluations	<input type="checkbox"/> Professional development and/or staff evaluations are completed annually	<input type="checkbox"/> Professional development and/or evaluation completed annually and linked to staff training plan	<input type="checkbox"/> Centre financially supports individual professional development and/or training	1 2 3 4
4. Daily Message Log <small>(*Note 4.2: used by some staff only sometimes)</small>	<input type="checkbox"/> No daily message log available to staff	<input type="checkbox"/> Daily message log used inconsistently*	<input type="checkbox"/> Daily message log used consistently to support staff communication	<input type="checkbox"/> Message log is a bound and dated book	1 2 3 4
5. Designated Office Area	<input type="checkbox"/> No designated office area	<input type="checkbox"/> Designated office area in the child care centre	<input type="checkbox"/> Space contains a desk and a place to keep all necessary files and records <input type="checkbox"/> Confidential files and records are stored and locked when not in use	<input type="checkbox"/> Separate office for the Supervisor	1 2 3 4

Staff and Program					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
6. Access to Confidential Information	<input type="checkbox"/> Access to confidential information not limited	<input type="checkbox"/> Access to confidential information is limited by the Supervisor or designate	<input type="checkbox"/> Written parental consent is required to share confidential information <input type="checkbox"/> Signed parent consents are kept on file	<input type="checkbox"/> Parents are notified when authorized external agency staff gain access to a child's file <input type="checkbox"/> Notification documented	1 2 3 4
7. Consent Forms <i>Bulleted items are only when required</i> <small>(*Note 7.2: 25% of the consent forms needed are used)</small>	<input type="checkbox"/> No consent forms used	<input type="checkbox"/> Some consent forms*	Consent Forms include: <ul style="list-style-type: none"> <input type="checkbox"/> Local trips <input type="checkbox"/> Emergency medical attention <input type="checkbox"/> Prescription medication <input type="checkbox"/> Release of child to someone other than a parent <input type="checkbox"/> Field trips and excursions Where applicable, Consent Forms include: <ul style="list-style-type: none"> <input type="radio"/> Vehicular transportation of children to school <input type="radio"/> Release to participate in school and/or community activities <input type="radio"/> Photo/media <input type="radio"/> Specific care instructions for a child with special needs <input type="radio"/> Third party consent for consultation/therapeutic treatment 	<input type="checkbox"/> Each Consent Form requires individual signage	1 2 3 4

Staff and Program					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
8. Information Posted and/or Available	<input type="checkbox"/> No information posted or information not publicly accessible	<input type="checkbox"/> Information is posted in areas that are publicly accessible.	<p>The following information is current and posted in publicly accessible areas:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provincial license <input type="checkbox"/> Public fees <input type="checkbox"/> Emergency numbers <input type="checkbox"/> Fire drill procedure <input type="checkbox"/> Evacuation plan <input type="checkbox"/> Licensing Specialist name and contact info <input type="checkbox"/> Board/operator name(s), info and how to contact <input type="checkbox"/> City Funding poster <input type="checkbox"/> Childrens' Services records of inspection <p>In addition, the following information is publicly available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Philosophy statement <input type="checkbox"/> Non-profit By-Laws <input type="checkbox"/> Parent Handbook <input type="checkbox"/> Community Resource 	<input type="checkbox"/> All records of inspection posted <ul style="list-style-type: none"> • Licensing • Public Health • Playground • Fire 	<p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">4</p>
Administration Score Chart					
Section: Staff and Program	A Number of items scored from (1 – 8)		B Total Score (Sum of total indicators scored)		

Parental Involvement					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
9. Parent/Guardian Communication and Involvement	<input type="checkbox"/> No evidence of parent/guardian involvement <input type="checkbox"/> No evidence of parent/guardian communications	<input type="checkbox"/> Arrivals and departures are used to share daily information	Parents/guardian communication strategies are evident in the following ways: <ul style="list-style-type: none"> <input type="checkbox"/> Written/verbal feedback is solicited from parents <input type="checkbox"/> Written communication is provided to parents <input type="checkbox"/> Information about a child's development and/or program is shared verbally through informal talks and/or parent interviews 	<input type="checkbox"/> Parents/guardians offered opportunities to participate in meetings, workshops and events which reflect their culture and/or interests	1 2 3 4
Administration Score Chart					
Section: Parental Involvement	A Number of items scored from (9)		B Total Score (Sum of total indicators scored)		

Field trips are planned to provide for children's safety. Enhanced child/adult ratio's are recommended and attendance is verified throughout the outing. The Supervisor pre-approves all field trips.

Field Trips					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
<p>10. Field Trips</p> <p><input type="checkbox"/> Attendance and/or descriptions not complete for all children or for each trip</p> <p><input type="checkbox"/> First aid kit not taken on trips</p> <p>(*Note 10.4: Staff are able to see and count the children from their group easily, e.g., children wearing items to distinguish that they are with a certain group)</p>	<p><input type="checkbox"/> Staff carry attendance and description of each child attending the field trip</p>	<p><input type="checkbox"/> Emergency contact information for each child on the trip available for staff</p> <p><input type="checkbox"/> All children have centre identification that includes name of program and phone number</p> <p><input type="checkbox"/> Money taken on trips for an emergency </p>	<p><input type="checkbox"/> Centre ID is highly visible*</p> <p><input type="checkbox"/> Cellular phone is taken on all trips and outings</p> <p><input type="checkbox"/> Adult/child ratio always exceeded on trips and outings</p> <p><input type="radio"/> Volunteer policy in place and reviewed prior to field trip</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>N/A</p>	
A d m i n i s t r a t i o n S c o r e C h a r t					
Section: Field Trips	A Number of items scored from (10)		B Total Score (Sum of total indicators scored)		

There is an expectation that all children will be able to attend and participate in their community childcare program and that children come to the program with a range of skills, needs and abilities.

Admission and Withdrawal					
Section 7	1	2	3	4	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
11. Admission Procedure	<input type="checkbox"/> No standard procedure in place	Admission procedure includes: <ul style="list-style-type: none"> <input type="checkbox"/> Orientation that includes a meeting with parents <input type="checkbox"/> Application that includes documentation of child's needs, abilities, interests, cultural observances, etc. 	<input type="checkbox"/> Admission procedure followed for all families In addition, the following information is shared with parents prior to admission <ul style="list-style-type: none"> <input type="checkbox"/> Philosophy Statement <input type="checkbox"/> Access and Equity Policy <input type="checkbox"/> Behaviour Guidance Policy <input type="checkbox"/> CAS reporting policy/requirements <input type="checkbox"/> Withdrawal Procedure <input type="checkbox"/> Health Policy <input type="checkbox"/> Parent Involvement Policy 	<input type="checkbox"/> Information package includes additional information about the program <input type="checkbox"/> Orientation includes meeting the child prior to admission	1 2 3 4

Admission and Withdrawal					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
12. Withdrawal Procedure	<input type="checkbox"/> No standard procedure in place	<input type="checkbox"/> Withdrawal procedure includes a standard notice period	<input type="checkbox"/> Withdrawal procedure is followed for all families <input type="checkbox"/> Written notice of withdrawal required from program or parents If children are asked to leave or denied admission due to the centre's inability to accommodate the child's needs or family circumstances, the procedure will include: <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of meetings with parents and use of support services <input type="checkbox"/> Notification of Children's Services Consultant <input type="checkbox"/> Notification of Board/owner <input type="checkbox"/> Referral to other services 	<input type="checkbox"/> Withdrawal procedure is shared with parents at admission	1 2 3 4
13. Serious Occurrence Policy	<input type="checkbox"/> No Serious Occurrence Policy in place	<input type="checkbox"/> Serious Occurrence policy available to staff	Established Serious Occurrence Policy in place that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Definition <input type="checkbox"/> Reporting requirements and process <input type="checkbox"/> Contact information for reporting Serious Occurrences. <input type="checkbox"/> Expectations of Staff and Supervisor <input type="checkbox"/> Follow-up procedure <input type="checkbox"/> Policy is reviewed with staff 	<input type="checkbox"/> Serious Occurrence Policy is publicly accessible <input type="checkbox"/> Serious Occurrence policy is signed by staff	1 2 3 4

Admission and Withdrawal					
Section 7	1	2	3	4	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
14. Reporting Suspected Cases of Child Abuse Policy	<input type="checkbox"/> No policy for reporting suspected cases of child abuse in place	Policy includes: <ul style="list-style-type: none"> <input type="checkbox"/> Reporting procedure <input type="checkbox"/> Contact information for reporting suspected child abuse 	Established policy for reporting all suspected cases of child abuse in place that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Legal obligations <input type="checkbox"/> Procedure to address allegations of abuse or mistreatment by staff <input type="checkbox"/> Notification requirements <input type="checkbox"/> Expectations of staff and Supervisor <input type="checkbox"/> Process for staff management during investigations <input type="checkbox"/> Policy is reviewed with staff and available to parents	<input type="checkbox"/> Child Abuse Policy is signed by staff annually	1 2 3 4
15. Behaviour Guidance Policy	<input type="checkbox"/> No Behaviour Guidance Policy in place	<input type="checkbox"/> Behaviour Guidance policy and procedures includes prohibited practices	Behaviour Guidance Policy and procedures in place that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Strategies that recognize age and developmental differences <input type="checkbox"/> Strategies that focus on the de-escalation of volatile situations and preventative programming <input type="checkbox"/> Policy is reviewed and signed by all staff annually 	<input type="checkbox"/> Behaviour Guidance Policy posted or displayed publicly <input type="checkbox"/> Behaviour Guidance Policy is supported through ongoing staff development and training	1 2 3 4

Admission and Withdrawal					
Section 7	1	2	3	4	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
<p>16. Access and Equity Policy*</p> <p>(*Note 16: Access and equity includes anti-racism, anti-bias and an inclusion policy)</p>	<input type="checkbox"/> No Access and Equity Policy	<input type="checkbox"/> Anti-racism, anti-bias and inclusion are addressed in the Access and Equity policy or in individual policies <input type="checkbox"/> Procedure in place for responding to incidents of racism and bias	<p>Established Access and Equity Policy or individual anti-racism/anti-bias and inclusion policies describe:</p> <input type="checkbox"/> Equitable access to services and programs <input type="checkbox"/> Policies, procedures and practices are free of racism and bias <input type="checkbox"/> Centre communications are sensitive, inclusive and non-discriminatory <input type="checkbox"/> Procedure for responding to incidents of racism and bias involving children and adults <input type="checkbox"/> Requirements for reporting incidents of racism and bias as Serious Occurrences	<input type="checkbox"/> Policy is reviewed and signed-off by staff annually	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
<p>17. Sun Safety and Smog Alert Policy and Procedures</p>	<input type="checkbox"/> No Sun Safety and Smog Alert Policy	<input type="checkbox"/> Sun Safety or Smog Alert Policy posted	<input type="checkbox"/> Established Sun Safety and Smog Alert Policy and procedures posted	<input type="checkbox"/> Evidence that Sun Safety and Smog Alerts warnings are posted on days they occur	<p>1</p> <p>2</p> <p>3</p> <p>4</p>

Admission and Withdrawal					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
<p>18. Procedure for Fire and/or Other Emergencies</p> <p><i>Bulleted items are only when required</i></p>	<input type="checkbox"/> No established procedure for fire and/or other emergencies	<input type="checkbox"/> Established procedure for fire	<p>Established procedure for fire and other emergencies includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documented monthly fire drills <input type="checkbox"/> Designated place of shelter <input type="checkbox"/> Accessible emergency information for each child, staff and volunteer(s) <p><input type="radio"/> Accommodations for individuals with special needs, when required</p>	<input type="checkbox"/> Prepared, portable evacuation kit which may include: <ul style="list-style-type: none"> • First aid kit • Blankets • Kleenex and paper towel • Paper cups • Paper, pen, pencils • Markers and tape • Copy of the evacuation plan • Emergency information for each child, staff and volunteer(s) • Water 	<p>1</p> <p>2</p> <p>3</p> <p>4</p>

Admission and Withdrawal					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
<p>19. Administering Medication Procedure</p> <p>(*Note 19.1, 19.3: Emergency medication refers to Epi pens, puffer's, etc., that are given to children who are age appropriate for self-medicating. This is also supported by documentation signed by the parent and doctor)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No procedure in place for administering medication <input type="checkbox"/> Medication accessible to children <input type="checkbox"/> Emergency medication not accessible to designated child or staff* 	<ul style="list-style-type: none"> <input type="checkbox"/> Consent forms for administering medication signed for all children. <input type="checkbox"/> Medication is inaccessible to children 	<ul style="list-style-type: none"> <input type="checkbox"/> Only prescription medications or non-prescription medications accompanied by a doctor's note are administered to children <input type="checkbox"/> All medications come in original containers labelled with child's name, name of medication, date and dosage <input type="checkbox"/> Medication is inaccessible to children in a locked container. <input type="radio"/> Emergency medication accessible to designated children and staff* 	<ul style="list-style-type: none"> <input type="checkbox"/> Absences and date of completion noted on consent form <input type="checkbox"/> Unused medication returned to parents 	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
A d m i n i s t r a t i o n S c o r e C h a r t					
Section: Admission and Withdrawal	A Number of items scored from (11 – 19)		B Total Score (Sum of total indicators scored)		

Purpose of planning is to determine program needs of all children enrolled and to develop goals and objectives for the planned activities. Developmental reviews and observations are considered to facilitate planning, e.g., Nippissing, Brigrance, etc.

Health and Safety					
Section 7	①	②	③	④	Score
Administration	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	
<p>20. First Aid</p> <p>(*Note 20.2: 25% of the supplies that are needed are in the kit)</p> <p>(20.3: Enough supplies for the amount of children/adults who need to use it)</p>	<input type="checkbox"/> No First aid kit accessible to staff	<input type="checkbox"/> First aid kit accessible with some supplies*	<input type="checkbox"/> First aid kit with sufficient supplies and manual accessible to staff*	<input type="checkbox"/> All program staff trained in First aid	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
<p>21. Health and Safety Common Area(s)</p> <p>(Notes 21.2: 25% of the common area(s) are hygienic, orderly and free from hazards to health and safety)</p> <p>(21.2, 21.3: All areas excluding playrooms and kitchen)</p> <p>(21.4: Company or person that you can call when you need maintenance done promptly within 48 hours)</p>	<input type="checkbox"/> Hazards observed	<input type="checkbox"/> Some common area(s) are hygienic, orderly and free from hazards to health and safety*	<p>All common area(s) inside and out are:</p> <input type="checkbox"/> Free from hazards <input type="checkbox"/> Kept in good and safe repair <input type="checkbox"/> Maintained in a hygienic, orderly condition*	<input type="checkbox"/> On-site/on-call maintenance staff deal with physical plant issues promptly*	<p>1</p> <p>2</p> <p>3</p> <p>4</p>
A d m i n i s t r a t i o n S c o r e C h a r t					
Section: Health and Safety	A Number of items scored from (20 – 21)		B Total Score (Sum of total indicators scored)		

Toronto Operating Criteria Section Score Sheet:

Administration Section Two-Year Score Sheet:

Sections:	Month/Year:	Score:	Month/Year:	Score:
1. Staff and Program: (1 – 8)				
2. Parental Involvement: (9)				
3. Field Trips: (10)				
4. Policies and Procedures: (11 – 19)				
5. Health and Safety: (20 – 21)				
Total (All items added together)				
Average Score (Total divided by number of items scored)				

**Administration Section
Overall Average Score:** _____



Comments: _____
