

**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 the 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?

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Insured's Signature

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Date