GLATFELTER PUBLIC PRACTICE SM
A Division of Glatfelter Insurance Group

Textbook insurance program

DAY CARE / PRESCHOOL QUESTIONNAIRE

Addendum to School Supplemental Application

NAMED INSURED:

DAY CARE/PRESCHOOL OPERATIONS

*** This questionnaire is required when the Insured operates a Day Care Center or Preschool Program. If the Center/Program is operated by an independent concern on the school premises, the Insured should determine that adequate coverage is in place and that the Insured's interest is protected.

LOCATION OF DAY CARE/PRESCHOOL SITE (S)

_____ _____

_____ _____

_____

Length of time in operation: _____

Hours open per day: _____

Number of days per week: _____

Licensed for Capacity of _____ children

Square Footage: _____

Present enrollment: _____

Licensed? ☐ Yes ☐ No

License expires on: _____

Licensing Agency: _____

Please attach copies of all licenses.

Other occupancies in the same building? ..... ☐ Yes ☐ No

Describe adjoining buildings: _____

_____

_____

Number of professional staff employed: _____ Number of volunteer staff: _____

Number of other employed staff: _____ Number of all staff under 18 years of age: _____

There are _____ staffers for _____ children 0-2 years of age.

There are _____ staffers for _____ children 2-3 years of age.

There are _____ staffers for _____ children 3-5 years of age.

There are _____ staffers for _____ children 5-7 years of age.

There are _____ staffers for _____ children over 7 years old.

1. Are there any emotionally or physically handicapped children enrolled? ..... ☐ Yes ☐ No
   If yes, indicate how many: _____
2. Are employees trained in child development/early childhood education? ..... ☐ Yes ☐ No

3. Is there an orientation program for new staff members that explains the goals and philosophy of the Center/Program and emergency health and safety procedures? ☐ Yes ☐ No
4. Is each adult free of physical and psychological conditions that may adversely affect children's health? ☐ Yes ☐ No
5. Are pre-employment physical exams required? ☐ Yes ☐ No

   Do they include tests for: ☐ TB tests ☐ Other infectious diseases, list: _____

   _____
6. Do hiring practices include: ☐ background checks ☐ fingerprinting – state ☐ fingerprinting - FBI
7. Is any member of the staff under investigation for, or has a previous record of, child abuse or neglect? ☐ Yes ☐ No
8. Do new staff members serve a probationary employment period during which the director, or another qualified person, can make a professional judgment as to their physical and psychological competence for working with children? ☐ Yes ☐ No

   Explain: _____

   _____
9. Are children under adult supervision at all times? ☐ Yes ☐ No
10. If children are not in the direct vision of adults, are adults aware of where they are and what they are doing? ☐ Yes ☐ No
11. Is an adult present while children are napping? ☐ Yes ☐ No
12. Is the facility open to visits by parents and guardians? ☐ Yes ☐ No
13. Is there a written emergency plan for the Center/Program? ☐ Yes ☐ No
14. Are poisonous/toxic materials kept under lock and key out of the reach of children? ☐ Yes ☐ No
15. Is there a cooking area? ☐ Yes ☐ No

    If yes, is it cleaned daily? ☐ Yes ☐ No
16. Are aged items disposed of daily? ☐ Yes ☐ No
17. Is there a regular inspection/maintenance program for the playground equipment? ☐ Yes ☐ No

    If yes, how often is playground equipment inspected? _____
18. Are chairs, tables and eating utensils suitable for the size and development levels of the children? ☐ Yes ☐ No
19. Are closet and bathroom doors easily opened in case of emergency? ☐ Yes ☐ No
20. Are keys or other devices readily accessible, if required? ☐ Yes ☐ No
21. Are children segregated by age group? ☐ Yes ☐ No
22. Are the premises utilized for daycare built or modified for that purpose? ☐ Yes ☐ No