



# Social Service Contractors Indemnity Pool

## DAY CARE QUESTIONNAIRE

### COMPLETE ONE SUPPLEMENT PER LOCATION

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1. The center is located in:       private home       separate bldg.       church  
 school       other (explain) \_\_\_\_\_
  
2. The center is licensed for      children and/or      adults.
  
3. Presently there are      children,      adults enrolled at the center.
  
4. The center has been operating since:      /      /  
If new in business resume must be attached.
  
5. The center is open      hours/day,      days/week,      months.
  
6. There are      full-time professional staff employees.      # under 18 years of age?
  
7. The staff breakdown by age of child/adult is:  
    0-2 years:      staff per      child  
    2-3 years:      staff per      child  
    3-5 years:      staff per      child  
    5-7 years:      staff per      child  
    7-9 years:      staff per      child  
    10+ years:      staff per      child  
    Adult:      staff per      adult
  
8. Number of field trips annually:  
Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. There are      children,      adults enrolled who are emotionally or physically handicapped or who require special treatment due to medical problems.
  
10. Is there a supervised playground? Yes  No
  
11. If there is a playground, is it fenced? Yes  No
  
12. Do playground equipment and toys meet the customer product safety requirements? Yes  No



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13. Is a minimum of one staff member certified in first aid present at all times? Yes  No
14. Are medical evaluations obtained at enrollment? Yes  No
15. Are medical care releases obtained at enrollment? Yes  No
16. Is the dispensing of medication only by the written instructions of a physician? Yes  No
17. Are medications stored so that they are not accessible to children/adults? Yes  No
18. Is a motor vehicle at the center at all times in case of emergency? Yes  No
19. Does the insured cook hot food on premises? Yes  No
20. Are children/adults kept away from the food processing area? Yes  No
21. Is a written emergency plan posted? Yes  No
22. How often are the following drills practiced with the children/adults?
  - a. Fire:
  - b. Tornado/Storm:
  - c. Strangers:

### PHYSICAL SURVEY

23. Are the following protected by screens or guards?
  - a. Steam radiators: Yes  No
  - b. Electric fans: Yes  No
  - c. Electric outlets: Yes  No
  - d. Electric heating units and hot surfaces such as pipes? Yes  No
24. Are all materials that are harmful to children/adults, as well as all articles labeled hazardous or poisonous, kept in properly marked containers and stored in areas inaccessible to the children/adults? Yes  No
25. Are all fire extinguishers inspected annually by a qualified person and maintained in operable condition? Yes  No
26. Are exits and exit passageways at least 3 feet wide and unobstructed by furniture or other objects? Yes  No