



PRESCHOOL, HEAD START, DAYCARE SUPPLEMENTAL QUESTIONNAIRE

CLIENT INFORMATION			
Name			
POLICY TERM			
Effective Date		Expiration Date	

OPERATIONS		
Type of Program	Number of Locations	Average Daily Number of Attendees
Preschool/Head Start /Daycare		
Recreation Camps/Programs for age 5 and under		

STAFF	
Total number of Certified Childcare Providers	
Total number of Non-Certified Staff	
Total number of Volunteers	

NUMBER OF CHILDREN AND CHILDCARE PROVIDER RATIOS BY AGE GROUP		
Age Group	Maximum Number of Children	Child/Childcare Provider Ratio
Birth to 3 years of age		
3 to 5 years of age		

POLICIES AND PROCEDURES	
Is there a Sexual Abuse Prevention Program in effect?	
Are management/staff trained in policies/procedures relating to Sexual Abuse Prevention?	
Do you include training in the recognition of sexual/physical abuse symptoms?	
Do you have a documented procedure to report suspected abuse?	
Does the policy establish a "three person rule" to restrict one on one situations between employee/volunteer and child?	
Does the policy establish if and when exceptions to the "three person rule" are permissible?	
Does the policy you require prior establishment of persons allowed to visit/pickup children?	
If No, describe exceptions	

CONTROLS AND SECURITY	
Are criminal background checks performed on all employees and volunteers?	
If No, describe exceptions	
Is transportation provided by the entity?	
If Yes, average number of children transported daily	
If transporting children, number and type of vehicles used?	

Is any transportation done in employee or private autos?	
If Yes, describe number of occurrences, number, type and owners of vehicles	
Are any off premises activities sponsored but the entity?	
If Yes, describe number, location, supervision and duration of the off premises activities	
Are any overnight activities sponsored by the entity?	
If Yes, describe number, location, supervision and duration of the overnight activities	