



EARLY LEARNING DIRECTORS
COLLABORATIVE

ELDC Center Tour/Checklist

- Introductions
 - Share a copy of SOP
- Center tour
 - Classrooms
 - Playground
 - Kitchen
 - Emergency exits
 - Restrooms
 - Breakroom
 - Storage closets
 - Any necessary codes or numbers
- Classroom tour
 - Storage of personal belongings
 - Allergies list
 - Daily schedule
 - Weekly lesson plans
 - Sub plans & helpful hints
 - Learning materials
 - Daily reports and incident reports
 - Childrens records
 - Children's restrooms
 - Children's belongings
- Classroom Procedures
 - How to sign kids in/out
 - Daily attendance and report sheets
 - Expected parent greeting/security
 - Snack/lunch procedures
 - Toileting/diaper procedures
 - Accidents? Extra items
 - Recording info for parents
 - Daily cleaning
 - Caring for an ill child
 - Nap procedures (set up)
 - Incident reporting (form & sharing with Parent)
 - Communication tools (phone, intercom, walkie-talkie)
 - Who to contact for support (including numbers)
 - Media procedures/policies