

DAYCARE DAILY OPERATIONS CHECKLIST

Opening Procedures

Facility & Safety

- Disarm the security/alarm system
 - Unlock all approved entrances
 - Turn on lights and HVAC systems
 - Check the playground for hazards
 - Inspect classrooms for cleanliness and safety
 - Confirm emergency exits are clear
 - Ensure first aid kits are stocked
 - Confirm cleaning supplies are secured properly
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Staffing

- Verify all scheduled staff are present
 - Confirm classroom ratios meet licensing requirements
 - Review staff assignments and float coverage
 - Address call-offs or schedule adjustments
 - Conduct a brief morning team huddle
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Classroom Readiness

- Prepare daily lesson/activity materials
 - Ensure diapers/wipes are stocked
 - Confirm snacks and meals are prepared
 - Verify attendance sheets are ready
 - Check tablets/apps for parent communication
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Morning Operations

Parent Arrival Experience

- Greet every family warmly
 - Ensure check-in procedures are followed
 - Collect important parent updates
 - Monitor lobby flow and security
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Classroom Monitoring

- Confirm active supervision in all rooms
 - Verify lesson plans are being followed
 - Monitor classroom cleanliness
 - Ensure children are engaged appropriately
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Administrative

- Respond to enrollment inquiries
- Return parent phone calls/emails
- Schedule upcoming tours
- Review enrollment availability by classroom
- Process billing/payments received

Midday Operations

Staffing & Ratios

- Recheck classroom ratios
- Monitor staff break schedules
- Adjust staffing as attendance changes
- Verify float coverage where needed

Facility

- Inspect bathrooms and common areas
- Ensure sanitation procedures are followed
- Monitor kitchen/lunch procedures
- Check outdoor play areas again

Child & Parent Experience

- Monitor child behavior/support needs
- Address parent concerns promptly
- Ensure app updates/photos are sent to parents

Afternoon Operations

Enrollment & Sales

- Conduct scheduled tours professionally
- Follow the tour script process
- Answer parent objections confidently
- Log all leads and tours completed
- Send follow-up communication to touring families

Financial & KPI Review

- Review daily attendance numbers
- Monitor staffing hours/overtime
- Review open classroom availability
- Update enrollment tracking dashboard

Closing Procedures

Classroom Closing

- Confirm all children signed out properly
- Clean and sanitize classrooms
- Store toys/materials appropriately
- Empty trash and sanitize surfaces
- Restock supplies for the next day

Facility Security

- Lock all doors/windows
- Set alarm/security system

- Turn off unnecessary lights/equipment
 - Secure confidential paperwork
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Management Wrap-Up

- Review staffing for tomorrow
 - Review tomorrow's tours/enrollment meetings
 - Address unresolved parent concerns
 - Document incidents/issues
 - Send important staff communications
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Daily KPI Snapshot

Enrollment Metrics

- Total attendance today _____
 - Open spots remaining _____
 - Tours completed today _____
 - New enrollments today _____
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Labor Metrics

- Staffing ratios maintained
 - Overtime today _____
 - Call-offs today _____
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Parent Experience

- Parent concerns resolved
 - Follow-ups completed
 - Communication updates sent
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Weekly Management Review

End of the Week Review:

- Capacity utilization
 - Tour conversion rate
 - Labor percentage
 - Outstanding balances
 - Enrollment pipeline
 - Staff performance concerns
 - Parent satisfaction trends
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Why This Matters

Strong childcare centers succeed because they create:

- predictable systems
- accountability
- operational consistency
- excellent parent experiences

A daily checklist reduces:

- missed tasks
- staffing chaos
- communication failures
- compliance risks

while improving:

- enrollment conversion
- parent confidence
- profitability
- staff accountability