

Preschool and Child Care Centre Checklist

Design Aspect

Do your General Access have:	Yes	No	N/A
accessible parking close by for people with disabilities			
accessible public transport close by			
clear external and internal directional signs including symbols			
clear paths of travel from outdoor to indoor areas			
protection from wind, rain and noise in outdoor areas			
step free access throughout the site			
wide self opening or easy to open doors			
lever style door handles at an accessible height			
assistance animals welcome' sticker at reception entry e.g. Guide or hearing dog			
appropriate safety markings on glass doors and adjacent panels			
colour contrasting door frames/trims			
low height, 'clutter free' service counters with a seat			
an accessible buzzer on service counters			
seating with backs and armrests for children and adults			
seating with colour contrast to walls/floors/ground surface			
a Good Access Counter Card at service counters			
consistent and even lighting throughout site			
wide, clear internal and external walkways			
clear space between furniture and exhibits for a child or adult to manoeuvre a mobility aid e.g. Wheelchair, walking frame, stick, crutches			
menus available for children with special dietary needs			
slip resistant floor and ground surfaces			
accessible toilets for children with a disability			
accessible hand basins for children with a disability			
accessible tables and chairs for children with a disability			
visible and audible fire alarms			
accessible emergency exits			
ramp or lift access to all levels			
information about services for people with disabilities e.g. Lift, accessible toilet, emergency procedures			
a taped telephone message about services and facilities			
an accessible website with information about services			
an internet booking system			
a telephone booking system			
accessible payment options			
direct access to an accessible toilet with an 'access sign'			
an accessible baby change area			
friendly helpful staff, trained in access awareness			
discounts for pensioners			
acceptance of 'companion cards'			

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Does moving around include:	Yes	No	N/A
an accessible door bell/intercom at any child proof gate			
accessible remote controls or door bells at internal doors			
accessible children's storage area e.g. Lunches, bags, coats			
access to any kitchen area and equipment for staff with a disability			
accessible remote controls for fans, lights, TV, equipment etc			
accessible drinking fountains			
access to the playground			
accessible play equipment or play components			
For vision access is there:	Yes	No	N/A
clear, large print name tags on staff			
enrolments forms in large print and Braille			
large print and tactile room identification numbers or names			
room identification numbers or names in colour contrast to background			
large print, raised tactile, Braille and audio signage			
raised tactile and Braille marking on any lift buttons			
audible information in any lifts			
information in large print and Braille			
talking/large print clocks			
large print books			
audio books			
large screen computers			
adaptable computer equipment			
colour contrasting doors or door frames/trims			
colour contrast window frames and glazing bars			
handrails and contrasting edges on any steps			
tactile tiles prior to steps, ramps and drop off areas			
no overhanging foliage on pathways			
For deaf or hearing impaired is there:	Yes	No	N/A
a sign language interpreter if required			
staff who look at the service users when talking (for easy lip reading)			
effective glare free lighting at office or reception counters			
pen and paper for exchanging information			
National Relay Service (NRS) - Training staff			
caption decoders on any televisions			
captions on videos and DVDs			
appropriate acoustic environment to reduce background noise			
availability of 'quiet areas'			
access aware visiting performers and teachers			
availability on an SMS telephone number			

NOTE: If the answer is no, please contact Access and Inclusion Officer Louise Dwyer on 03 5832 9592 or email louise.dwyer@shepparton.vic.gov.au