

**UNDERWRITING QUESTIONNAIRE –
SCHOOL DISTRICT – DAY CARE / PRE-SCHOOL**

NAMED INSURED: _____ **AGENCY:** _____

- 1)** What is the number of staff employed including work study and volunteers ? _____
Full time ? _____ Part time ? _____
- 2)** Ages of staff ? _____
- 3)** How many years experience has the insured had running a day care ? _____
- 4)** Is the day care receiving federal funding ? _____
- 5)** Are you licensed with the state ? _____ The city or county ? _____
- 6)** What are the operating hours of the day care ? From _____ To _____
- 7)** For each age group, indicate the number of care providers to children:
_____ Infants (0-1)
_____ Toddlers (1-2)
_____ 2 years
_____ 3 years
_____ 4 years
_____ 5 years
_____ 6 years and up
_____ Number of mentally or physically impaired children.
- 8)** What safeguards are used to keep children in the day care area?

- 9)** What safeguards are in place to prevent children from leaving the building unnoticed?

- 10)** What procedures are in place to prevent unauthorized persons from picking up or removing children?

- 11)** Is there are outdoor play area ? _____ What are dimensions ? _____
- 12)** Is it fenced ? _____ Describe the fence. _____
- 13)** Is there playground equipment ? _____ Describe the equipment.

- 14)** Is the surface beneath playground equipment grass, concrete, asphalt, sand, mulch, other ? Describe.

- 15)** How many exits are there from the day care area? _____
- 16)** Are fire drills conducted regularly ? _____
- 17)** Are there smoke alarms on premises ? _____
- 18)** Are all electrical outlets covered ? _____

19) How many meals are served? _____ Hot or cold? _____

20) How are children kept out of the cooking area?

21) Are any children on special diets? _____ How is that handled? _____

22) What is the policy regarding sick children? _____

23) Do day care employees or volunteers administer medicine?

24) What provisions are made for safekeeping medicine ?

25) Is there a doctor on call ? _____

26) Is a physical exam or medical certificate required before a child is accepted ?

27) Is there a questionnaire to be completed prior to the daycare accepting a child ? Please attach a copy. _____

28) Does insured provide transportation for the children ? _____

29) Are there field trips ? _____ Are signed permission slips obtained from parents before each trip ? _____

30) If any transportation is provided, how are drivers screened ?

31) Are employees given regular health exams ? _____

32) Has the day care ever been in violation of health or building codes ? _____

33) What type of accident records are kept ? _____

34) What type of child care and safety training do the employees and volunteers have ?

(APPLICANT/INSURED)

(TITLE)

(DATE)