

QUESTIONS TO ASK WHEN CONSIDERING A PROGRAM

- What is the structure of the day?
- What activities are offered?
- Will service take part on site or in the community?
- What means of transportation is used to access the community?
- What hours is service offered? (extended hrs-cost/holidays)
- Are participants involved in planning activities?
- What is the group size?
- What is the ratio of staff/teachers to participants?
- What qualifications do the staff/teachers have?
- What is the cost?
- Are there any additional cost/material fees?
- Is there a waitlist?
- Is the location accessible?
- Is food included?
- How is billing managed?

SITE VISIT CHECKLIST

- Did you feel welcome?
- Were the services and activities properly explained?
- Were you given clear information regarding staffing, programming and costs?
- Is the facility clean?
- Did the staff and participants seem happy and comfortable?
- Are participants actively involved in activities?