



# Monthly Centre Health Checklist

## A Comprehensive Guide for Childcare Directors and Owners

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### Introduction and How to Use This Checklist

Welcome to your Monthly Centre Health Checklist - a systematic approach to monitoring and improving your childcare centre's performance across all critical areas.

#### Purpose

This checklist provides a comprehensive monthly review system that helps you:

- Identify potential issues before they become problems
- Track progress toward your business goals
- Ensure compliance with all regulatory requirements
- Maintain high standards of care and safety

#### How to Use

- Complete this checklist on the same date each month
- Use the traffic light system (Red/Yellow/Green) to quickly identify areas needing attention
- Focus on trends rather than single-month variations
- Use the action items section to plan improvements

## Section 1: Financial Health Indicators

### Revenue per Child Metrics

**Target Range:** \$\_\_\_\_\_ - \$\_\_\_\_\_ per child per month

Month	Total Revenue	Enrolled Children	Revenue per Child	Status
Current	\$_____	_____	\$_____	●
Previous	\$_____	_____	\$_____	●
Variance	\$_____	_____	\$_____	●

Notes: \_\_\_\_\_

## Cost per Child Calculations

Target Range: \$\_\_\_\_\_ - \$\_\_\_\_\_ per child per month

Cost Category	Current Month	Previous Month	Variance	Status
Staff Costs	\$_____	\$_____	\$_____	●
Facilities	\$_____	\$_____	\$_____	●
Food/Supplies	\$_____	\$_____	\$_____	●
Administration	\$_____	\$_____	\$_____	●
Total per Child	\$_____	\$_____	\$_____	●

Notes: \_\_\_\_\_

## Profit Margin Analysis

Target Margin: \_\_\_\_\_%

Metric	Current Month	Previous Month	12-Month Average	Status
Gross Revenue	\$_____	\$_____	\$_____	
Total Expenses	\$_____	\$_____	\$_____	
Net Profit	\$_____	\$_____	\$_____	
Profit Margin %	_____%	_____%	_____%	●

Notes: \_\_\_\_\_

Cash Flow Health Score

Target: Positive cash flow with 2-month operating expense reserve

Metric	Amount	Status
Current Bank Balance	\$_____	●
Monthly Operating Expenses	\$_____	
Months of Reserve	_____	●
Outstanding Receivables	\$_____	●
Upcoming Major Expenses	\$_____	●

Notes: \_\_\_\_\_

Section 2: Operational KPIs

Staff-to-Child Ratios by Room

Target: Meet or exceed regulatory requirements

Room/Age Group	Required Ratio	Current Ratio	Enrolled	Staff	Status
Infants (0-12m)	1:4	1:_____	_____	_____	●
Toddlers (1-2y)	1:5	1:_____	_____	_____	●
Preschool (3-4y)	1:10	1:_____	_____	_____	●
School Age (5+)	1:15	1:_____	_____	_____	●

Notes: \_\_\_\_\_

### Enrollment vs Capacity Rates

Target: 90-95% capacity utilisation

Metric	Current	Target	Previous Month	Status
Licensed Capacity	_____	_____	_____	
Current Enrollment	_____	_____	_____	
Utilization Rate	_____%	90-95%	_____%	●
Available Spots	_____	_____	_____	

Notes: \_\_\_\_\_

### Wait List Conversion Rates

Target: 80% conversion rate within 30 days

Metric	Current Month	Previous Month	Status
Wait List Contacts	_____	_____	
Tours Scheduled	_____	_____	
Enrollments	_____	_____	
Conversion Rate	_____%	_____%	●

Notes: \_\_\_\_\_

### Parent Satisfaction Scores

Target: 4.5/5.0 or higher

Category	Current Score	Previous Score	Target	Status
Overall Satisfaction	____/5.0	____/5.0	4.5/5.0	●
Communication	____/5.0	____/5.0	4.5/5.0	●
Child's Progress	____/5.0	____/5.0	4.5/5.0	●
Facilities	____/5.0	____/5.0	4.5/5.0	●
Staff Quality	____/5.0	____/5.0	4.5/5.0	●

Notes: \_\_\_\_\_

### Section 3: Staff Performance Metrics

#### Turnover Rates by Position

Target: Below 30% annually

Position	Current Staff	Left This Month	YTD Turnover	Annual Rate	Status
Teachers	_____	_____	_____	_____%	●
Assistants	_____	_____	_____	_____%	●
Admin	_____	_____	_____	_____%	●
Kitchen	_____	_____	_____	_____%	●
<b>Total</b>	_____	_____	_____	_____%	●

Notes: \_\_\_\_\_

### Sick Leave Patterns

Target: Less than 5% monthly absence rate

Metric	Current Month	Previous Month	Status
Total Sick Days	_____	_____	
Total Possible Days	_____	_____	
Absence Rate	_____%	_____%	●
Staff Requiring Coverage	_____	_____	●

Notes: \_\_\_\_\_

### Training Completion Rates

Target: 100% mandatory training current

Training Type	Required	Completed	Overdue	Status
First Aid/CPR	_____	_____	_____	●
Child Protection	_____	_____	_____	●
Food Safety	_____	_____	_____	●
Professional Development	_____	_____	_____	●

Notes: \_\_\_\_\_

## Performance Review Status

Target: All reviews current (within 12 months)

Review Period	Due This Month	Completed	Overdue	Status
Annual Reviews	_____	_____	_____	●
Probationary Reviews	_____	_____	_____	●
Improvement Plans	_____	_____	_____	●

Notes: \_\_\_\_\_

## Section 4: Compliance and Safety

### Licensing Requirement Checklist

Target: 100% compliance

Requirement	Status	Due Date	Action Needed
Annual License Renewal	●	//__	_____
Fire Safety Inspection	●	//__	_____
Health Department Visit	●	//__	_____
Background Check Updates	●	//__	_____
Policy Manual Review	●	//__	_____

Notes: \_\_\_\_\_

Safety Incident Tracking

Target: Zero preventable incidents

Incident Type	This Month	Previous Month	YTD Total	Status
Minor Injuries	_____	_____	_____	●
Serious Injuries	_____	_____	_____	●
Illness Outbreaks	_____	_____	_____	●
Security Breaches	_____	_____	_____	●

Notes: \_\_\_\_\_

Staff Certification Status

Target: 100% current certifications



Certification	Required	Current	Expiring Soon	Expired	Status
Teaching Certificates	_____	_____	_____	_____	●
First Aid/CPR	_____	_____	_____	_____	●
Food Handling	_____	_____	_____	_____	●
Working with Children	_____	_____	_____	_____	●

Notes: \_\_\_\_\_

## Parent Complaint Resolution

Target: 100% resolved within 48 hours

Metric	Current Month	Previous Month	Status
Complaints Received	_____	_____	
Resolved Within 48hrs	_____	_____	
Resolution Rate	_____ %	_____ %	●
Escalated Issues	_____	_____	●

Notes: \_\_\_\_\_

## Monthly Action Items

### Priority Improvement Areas

Top 3 areas requiring immediate attention:

1. Area: \_\_\_\_\_ Action: \_\_\_\_\_ Due  
Date: //\_\_\_\_ Responsible: \_\_\_\_\_
2. Area: \_\_\_\_\_ Action: \_\_\_\_\_ Due  
Date: //\_\_\_\_ Responsible: \_\_\_\_\_
3. Area: \_\_\_\_\_ Action: \_\_\_\_\_ Due  
Date: //\_\_\_\_ Responsible: \_\_\_\_\_

Budget Variance Explanations

Variances exceeding 10% require explanation:

Category	Variance	Explanation	Corrective Action
_____	_____ %	_____	_____
_____	_____ %	_____	_____
_____	_____ %	_____	_____

Staff Development Needs

Training and development priorities:

Staff Member	Development Need	Action Plan	Timeline
_____	_____	_____	// _____
_____	_____	_____	// _____
_____	_____	_____	// _____

Marketing Performance Review

Lead generation and conversion tracking:

Metric	Current Month	Previous Month	Target	Status
Website Visitors	_____	_____	_____	●
Inquiry Calls	_____	_____	_____	●
Tours Scheduled	_____	_____	_____	●
Enrollments	_____	_____	_____	●

Notes: \_\_\_\_\_

## Dashboard Template

### Monthly Health Score

Overall Centre Performance:

Category	Score	Weight	Weighted Score
Financial Health	____/10	30%	____/3.0
Operational KPIs	____/10	25%	____/2.5
Staff Performance	____/10	25%	____/2.5
Compliance & Safety	____/10	20%	____/2.0
Total Health Score			____/10

### Traffic Light System

- **Green (8-10):** Excellent performance, maintain current practices
- **Yellow (6-7.9):** Good performance, monitor for improvement opportunities
- **Red (0-5.9):** Requires immediate attention and action plan

### 12-Month Trend Analysis

Track your monthly health scores:

Month	Financial	Operational	Staff	Compliance	Overall
Month 1	___/10	___/10	___/10	___/10	___/10
Month 2	___/10	___/10	___/10	___/10	___/10
Month 3	___/10	___/10	___/10	___/10	___/10
Month 4	___/10	___/10	___/10	___/10	___/10
Month 5	___/10	___/10	___/10	___/10	___/10
Month 6	___/10	___/10	___/10	___/10	___/10
Month 7	___/10	___/10	___/10	___/10	___/10
Month 8	___/10	___/10	___/10	___/10	___/10
Month 9	___/10	___/10	___/10	___/10	___/10
Month 10	___/10	___/10	___/10	___/10	___/10
Month 11	___/10	___/10	___/10	___/10	___/10
Month 12	___/10	___/10	___/10	___/10	___/10

## Benchmark Guidelines

### Financial Benchmarks

- **Profit Margin:** 15-25% for healthy centres
- **Revenue per Child:** Varies by location and services
- **Cost per Child:** Should not exceed 75-80% of revenue per child
- **Cash Reserve:** 2-3 months' operating expenses

### Operational Benchmarks

- **Capacity Utilisation:** 90-95% optimal
- **Wait List Conversion:** 80% within 30 days
- **Parent Satisfaction:** 4.5/5.0 or higher
- **Staff-to-Child Ratios:** Meet or exceed regulatory requirements

## Staff Benchmarks

- **Annual Turnover:** Below 30%
- **Sick Leave Rate:** Less than 5% monthly
- **Training Completion:** 100% mandatory training current
- **Performance Reviews:** All current within 12 months

## Compliance Benchmarks

- **Licensing Compliance:** 100%
- **Safety Incidents:** Zero preventable incidents
- **Certification Currency:** 100%
- **Complaint Resolution:** 100% within 48 hours

## Next Steps

### Take Action Today

1. **Prioritise Red Areas:** Focus immediately on any metrics showing red status
2. **Plan Improvements:** Develop specific action plans for the yellow areas
3. **Celebrate Successes:** Acknowledge and maintain green performance areas
4. **Schedule Follow-up:** Set calendar reminder for next month's review

## Monthly Review Process

1. **Week 1:** Collect all data and complete sections 1-4
2. **Week 2:** Analyse results and complete the action items section
3. **Week 3:** Implement priority improvements
4. **Week 4:** Monitor progress and prepare for next month

## Quarterly Deep Dive

Every three months, conduct a comprehensive review:

- Compare quarterly trends
- Adjust benchmarks based on performance
- Review and update action plans
- Celebrate achievements and learnings

## Call-to-Action

### Ready for Expert Analysis?

Are you seeing red or yellow indicators in multiple areas? Do you need help interpreting your results or developing action plans? Our childcare business experts can provide:

- **Comprehensive Business Review:** Deep analysis of your centre's performance
- **Custom Improvement Plans:** Specific strategies for your unique situation
- **Ongoing Support:** Monthly check-ins to ensure continuous improvement
- **Benchmark Comparisons:** See how you compare to top-performing centres

## Book Your Comprehensive Business Review Today

Don't let small issues become big problems. Get expert guidance to transform your childcare centre into a thriving, profitable business that provides exceptional care.

### Contact us now to schedule your consultation:

- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Website: \_\_\_\_\_

## Additional Resources

### Monthly Checklist Summary (Quick Reference)

- Complete all financial calculations
- Review operational KPIs
- Assess staff performance metrics
- Verify compliance and safety status
- Identify priority action items
- Update the dashboard tracking
- Schedule follow-up actions
- Plan next month's improvements

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*This checklist is designed to be used as a monthly assessment tool. Regular use will help you identify trends, prevent problems, and continuously improve your childcare centre's performance.*

