

01

Check what families find

Start with one tool and one type of place you want to fill. Repeat in a second tool if useful.

Save a copy before typing, or print it. Use a fresh conversation with web search selected. Include your suburb and state, and save screenshots of the answers.

Centre, suburb and state

Date

Tool and search mode

Places to fill: age / room / days

1. Can families discover you?

Do not name your centre. Try: "**Can you suggest childcare for a two-year-old in [suburb, state]?**" Adapt the age or days to the places you want to fill.

Exact question you used

Was your centre mentioned? Write Yes / No / No answer.

2. Are the details correct?

Ask: "**What can you tell me about [centre name] in [suburb, state], including hours, ages, availability and how to contact the centre?**" Open the cited sources.

Check each detail against your current records. Write: **C** correct, **W** wrong, **U** unsure or **N** not mentioned. Treat unverified availability as unsure.

Opening hours

Location

Age groups

Availability

Contact details

Not mentioned? Try another relevant discovery question and inspect the sources before deciding what needs fixing. One missing mention does not diagnose a website problem.

Answers can vary with location, account context and time. A citation is a place to check, not proof that the answer is right.

02

Choose what to fix

Focus on the issue most likely to stop a suitable family from enquiring.

3. Pin down the main issue

Record one error, gap or obstacle. If everything checks out, write "No issue found" and set a review date.
Example: AI says 6 pm closing; your current hours confirm 6:30 pm.

What did it say, or what was missing?

What is actually correct, or what should a family be able to find?

Source AI cited: URL or page name. Write None if absent.

Where did you verify the correct information? Record or page, plus date.

4. Follow the family's next step

Open the linked centre page on your phone. Write **Yes**, **No** or **Unsure**. If no link was supplied, use your centre website.

Suitable ages / rooms clear?

How to check days clear?

Easy to enquire / book a tour?

5. Choose one action and finish it

Correct a wrong source. If the source is already right, save and report the AI error. Improve unclear centre information or enquiry steps. If missing mentions persist, ask your website provider to investigate access and indexing.

Specific action (or No change needed)

Person responsible

Due date / next review date

How will you confirm it is fixed? Check the source or test the enquiry step.