

Child Care CHECKLIST

<i>Caregivers and Teachers</i>	☐ Develop positive relationships with children	☐ Involved in continuing education programs
	☐ Get down on child's level	☐ Update parents on child's daily activities
	☐ Greet children when they arrive	☐ Welcome parent's ideas and involvement
	☐ Quickly meet child's needs even when busy	☐ Staff and children enjoy being together
	☐ Involved in continuing education programs	☐ Meet child-to-staff ratios for each age group
<i>Settings</i>	☐ Bright, clean and pleasant setting	☐ Variety of safe play equipment
	☐ Adequate space for each activity	☐ Play areas easily viewed by staff at all times
	☐ Securely fenced outdoor play area	☐ Separate areas for quiet play and active play
<i>In General</i>	☐ You agree with discipline practices	
	☐ You hear the sounds of happy children	
	☐ Children are comforted as needed	
	☐ The provider is licensed and regulated	
	☐ Surprise visits by parents are encouraged	
<i>Activities</i>	☐ Activities are age appropriate	
	☐ Daily balance of indoor/outdoor play, story, and nap time	
	☐ Healthy food, snacks and physical exercise	
	☐ Variety of toys & learning materials for children	

Ask the Director and Staff

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| ☐ | What is the program's mission and philosophy? |
| ☐ | Is the program licensed or registered? |
| ☐ | May I have a copy of your policies? |
| ☐ | Do the policies include schedules and fees? |
| ☐ | What is your sick child policy? |
| ☐ | Do you offer any financial assistance? |
| ☐ | Do you have an orientation for new families? |
| ☐ | What are your procedures for emergencies? |
| ☐ | Do you practice fire drills and evacuations? |
| ☐ | Are all staff trained in CPR and First Aid? |
| ☐ | Do you Background Check ALL staff? |
| ☐ | What is your system for knowing where my child is at all times? |
| ☐ | Do you participate in the USDA sponsored Child and Adult Care Food Program (CACFP)? |
| ☐ | How does the program support children's education and learning? |
| ☐ | Are children able to choose what activities they want to do and who to play with? |
| ☐ | Do the children help plan activities? |
| ☐ | How do you accommodate children with special needs? |

Warning Signs

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| ☐ | All parent visits must be planned in advance | ☐ | There are too many children for adequate care and supervision |
| ☐ | There are few planned activities or guidance | ☐ | Caregivers are physically rough, abusive or yell at the children |
| ☐ | The child care is not licensed or registered | ☐ | There are licensing deficiencies for Health and Safety requirements |