

CHILD CARE CHECKLIST

YOU MAY USE THIS CHECKLIST AS A GUIDE WHEN YOU VISIT PROSPECTIVE CHILD CARE PROVIDERS

YES NO FIRST THINGS FIRST!

- The location is accessible to my home/job.
- The hours fit my/our schedule.
- I/we can afford the fees, including registration, tuition, insurance, co-payments, etc.

YES NO THINGS TO SEE

- Is the provider's license posted and available?
- Does the environment appear clean and safe for children?
- Is the interaction between child and caregiver one of mutual respect and enjoyable for all?
- Does the caregiver get down to the children's eye level when talking?
- Does the caregiver sit with the children, rather than away from them?
- Is there sufficient equipment for all children to play with?
- Is there sufficient staff based on the number of children being cared for?
- Are children kept busy with fun and developmentally appropriate activities?
- Are there smoke alarms and an emergency disaster plan posted?
- Do the children sound happy and involved?
- Is the sound level appropriate? Is it either too quiet or too chaotic?
- Does the caregiver listen closely to each child and use positive language when speaking with the children?

YES NO THINGS TO ASK

- Ask if they have a license if none is posted.
- What training and experience does the caregiver have? Are CPR and first aid included in the training?
- What are their medical emergency procedures with the children? How are prescribed medicines handled for the children?
- How does the caregiver deal with behavior?
- Will they provide you with a list of parents that you can contact for references?
- On what days is the site closed, such as holidays?
- Does the caregiver offer alternative care for times when the program is closed?
- Do children go on field trips? If so, who drives and what vehicles are used?
- How much time, if any, do children spend watching television or videos?
- Do they accept ill children?
- Do they accept children with special needs?
- What happens in case of a medical emergency with your child?

YES NO THE PARENT'S ROLE

- The parents are welcome to drop in whenever their children are in their care.
- Parents are encouraged to participate in activities.

YES NO HOW IT FEELS

- This appears to be a place my/our child would enjoy.
- I/we would feel comfortable using this program.
- I/we have contacted Child Care Licensing Division to learn if there are substantiated complaints.
- I/we have contacted the Better Business Bureau to learn if there are substantiated complaints.

YES NO APPROACH WITH CAUTION IF:

- Parents are limited to visiting hours and are not encouraged to drop in unannounced.
- Caregivers are unwilling or unable to tell you about your child's day.
- The Caregivers do not act as if they enjoy their work.
- Health and safety concerns are not attended to; for example, hands are not washed after diapering and before meal times.
- License is expired or no license is posted.
- References from current parents are not available.