

CENTER CHECKLIST

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|------------------|--|
| Name of Center: | |
| Address: | |
| Type of License: | |
| Cost of Care: | |
| Infants: | |
| Toddlers: | |
| Preschool: | |
| School Age: | |

Four Series of Checklist Questions Are Provided on the Following Pages:

1. Tour the Center: The Inside
2. Tour the Center: The Outside
3. Interaction Between Staff/Children/Parents
4. Operational Policy
5. Additional Questions to Ask

Tour the Center: The Inside

| Question | | |
|--|------------------------------|-----------------------------|
| Required by the State | | |
| Is the license displayed in a visible location? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are separate spaces available for the different age groups? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the quantity of toys and materials sufficient for the number of children in the classroom? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are the toys and materials developmentally appropriate for the different age groups? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the classroom arranged in a way that toys and materials are accessible to children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are the furnishings in the classrooms child sized? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there obvious hazards such as dangerous substances, electrical cords, uncovered electrical outlets, cleaning materials, or medications accessible to the children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are fire extinguishers on site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are fire escape plans/emergency evacuation plans posted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are the sinks and bathroom stocked with appropriate supplies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NOT Required by the State | | |
| Is your initial reaction upon entering the child care center a positive one? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there space for active play and other space available where quiet play may take place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Tour the Center: The Outside

| Question | | |
|---|------------------------------|-----------------------------|
| Required by the State | | |
| Do the children have an opportunity to play outside each day? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the outside area free of litter and obvious hazards such as broken glass? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there a variety of outside equipment/toys available and appropriate for various ages? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the outdoor play equipment sturdy and in good repair? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are children being supervised by the child care provider? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there shade available outside where the children play? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do children two years and younger play separately from the older children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NOT Required by the State | | |
| Are the child care providers interacting with the children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the center encourage use of the outside area for learning activities as well as free play? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Interaction Between Staff /Children/Parents

| Question | | |
|--|------------------------------|-----------------------------|
| Is the schedule of daily activities posted and current? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does there seem to be enough caregivers for the number of children in the room? (You may need to ask about staff/child ratios) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are the activities observed appropriate for the ages of the children involved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do the child care providers follow handwashing procedures after diapering/toileting? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NOT Required by the State | | |
| Are children allowed to make choices throughout the day? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do the children seem occupied and engaged by their activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are the child care providers handling conflict among the children in a positive manner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do the child care providers seem patient and receptive to the needs of children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there a daily method of communication between the child care providers and parents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you were a child, would you want to spend your day at this center? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Operational/Policy

| Question | | |
|---|------------------------------|-----------------------------|
| Required by the State | | |
| Does the center encourage parents to drop in and visit at any time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the facility serve nutritious meals/snacks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was there a current weekly menu posted in a visible location? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NOT Required by the State | | |
| Are parents encouraged to participate and be involved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the facility enroll children with special needs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there child care providers with additional training for special needs children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the center participate in the subsidized child care program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do the hours of operation and holiday schedule accommodate your work schedule? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the facility charge when a child is out sick or on vacation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there a late pick-up fee charge? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the cost of care include meals and snacks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the facility offer transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do ALL staff have current CPR and First Aid certification? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Additional Questions To Ask:

| Question |
|---|
| Not Required By the State |
| How much TV are the children allowed to watch? |
| How are children disciplined? Are you comfortable with the discipline methods? |
| How are nap times handled? |
| What kind of security measures are in place to assure the safety of the children? |
| What is the center's policy for sick child care? |
| What is the center's policy for administering medications? |
| Are there any additional activities (e.g. music, dance) available and are costs included in the weekly fee? |
| What are the program's staff to child ratios? |
| Do any employees on staff have degrees in Child Development/Education? |