

Checklist for Parents

Use this checklist as a guide, as you search for a quality child care setting for your child. Make copies of this form for each site you will visit and take notes. After your visits, when you are at home, compare your lists. We believe the information you will have gathered will help make the BEST choice for your child.

DATE: _____ CENTER NAME: _____

When you called the center:	YES	NO
Did someone answer the phone right away?		
Did the person answering the phone identify themselves to you by name?		
Were all of your initial questions answered?		
Were you invited to drop in for a tour?		
Did the person you spoke with ask about your child? Their name, age, etc.?		

When you visited the center:	YES	NO
Was someone at the front desk to greet you as you entered?		
Did the lobby area seem welcoming to you and your child?		
Did the center have a pleasant smell?		
If you brought your child, was your child greeted in a warm and friendly manner?		
Was there a parent bulletin board with the center license, last licensing report, and statement of acceptance of all children posted?		
If the last licensing report was not posted, did you ask to see it? After reviewing the report, were you satisfied with the center's ratings by its licensing representative?		
Did the center director, owner or an administrator take time to talk with you about center policies? Such as: <ul style="list-style-type: none"> ▪ Discipline Policy ▪ Illness Policy ▪ Biting Policy ▪ Emergency Procedure Policies ▪ Medication Policy 		
Did the children at the center appear to be happy, active and secure?		
Were the classroom environments maintained in a clean and sanitary manner? (CHECK THE BATHROOMS)		
Was equipment provided in all classrooms that would support your child's intellectual, social, emotional and physical development?		

Were the teacher and child interaction positive?		
Did there appear to be enough materials and equipment for each child in the classroom?		
Did the overall feeling in the center seem positive and upbeat?		
Were teachers using developmentally appropriate and individually appropriate teaching strategies?		
Were parents welcome to observe and participate at any time?		
Do the teachers observe, assess and record children's developmental progress?		
Are staff required to regularly attend staff meetings and professional development opportunities?		
How long have the teachers been at the center – on average? _____ years _____ months. Is the teacher retention rate satisfactory?		
Do all staff have CPR and First Aid training?		
Do teachers meet with parents regularly to discuss the child's needs, interests and abilities?		
Is there a security system for the center to keep strangers from entering children areas? If not, ask what is the policy and procedures for keeping strangers out of the children areas.		
Is the kitchen clean? Go inside and meet the cook, open the refrigerator.		
Did the teachers use gloves for diaper changing and food services?		
Did you notice teachers and children washing their hands?		

Additional Notes:

Cost per week \$ _____
 Registration Fee \$ _____
 Late Fee \$ _____
 Activity/Supplies Fee \$ _____
 Transportation Fee \$ _____
 Other: \$ _____