

## Checklist

*Print this list and take it with you when you visit a child care home or center*

Name of Program \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Group Size/Age Range \_\_\_\_\_

### **Basic Information**

- The program is licensed
- The building is safe, clean and well maintained
- The setting is bright and cheerful
- The children seem happy

### **Physical Space and Safety**

- Enough space indoors so children can move freely, with areas for active play and quiet play
- Outdoor space, safely enclosed and easily supervised, where children can run and play
- An alternative exit in case of fire
- A fire alarm system, enough smoke detectors and fire extinguishers
- A safety plan so the children can be removed from the center quickly
- Window guards, gates of stairs, covers on radiators, safety caps on electrical outlets
- Cleaning supplies and hazardous items are safely stored
- A clean safe place is set up for changing diapers
- A space can be made dark and quiet whenever a child needs to nap
- Cribs have firm mattresses with heavy plastic covers
- The temperature is comfortable, the air circulation is good and it is kept free of cigarette smoke

### **Parent Involvement**

- Staff seems interested in speaking with parents when they drop off and pick up their children
- Regular parent/teacher conferences and parent meetings
- Parents are welcome to visit the home/center at any time

### **The Staff**

- The director is accessible and responsive
- Enough adults to give the children individual attention
- The staff talks with the children as they play, diaper and feed them
- Adults seem to enjoy holding and cuddling the children
- Staff members are alert to the need for cleanliness and hand-washing
- Adults get children to do things by encouragement, suggestions or offering choices rather than by reprimand or commands
- Discipline is handled sensitively and appropriately
- Children are allowed to express their feelings
- Staff members are responsive when a child needs comforting

### **The Program**

- Daily activities are varied, well-balanced (active and quiet) and geared to short attention spans
- There are enough play materials in easy access so the children can keep busy and involved
- Girls and boys are equally encouraged to participate in the various activities
- The play materials help develop motor skills and the sense of touch, sight and hearing:
  - Manipulative toys
  - Soft toys
  - Building blocks
  - Art materials
  - Musical toys
  - Picture books
  - Riding toys
  - Climbing equipment