



Checklist for Choosing Quality Child Care

Program Name _____

Phone Number _____

Use this form when interviewing child care facilities. Make copies of this form and take it to each interview.

What to Look For	√	Comments
Staff look happy, involved in activities and children are well-cared for and supervised.		
Staff are at the child's level to listen, talk and play with the children.		
Staff give individual attention to each child; warm, kind, calm and patient.		
Staff handle conflict among the children in a positive manner		
There are variety of materials such as blocks, books, puzzles, art supplies and toys for all children which are clean and available throughout the day.		
Setting is cheerful, clean and safe with equipment in good condition.		
There is a daily schedule for children that includes: free play, nap/rest, meals, outdoor play, indoor play, structured learning activities (math, science, language, art).		
Children have the opportunity to make choices throughout the day		
There is enough room for children's belongings, meals, quiet and active play.		
Meals/Snacks include a variety of nutritional foods and beverages.		
The current menu is posted and offers a variety of healthy choices.		
Outdoor play area is safe, fenced and children are supervised.		
Adults and children wash hands after using the bathroom, changing diapers, entering from outside play and before eating.		
Emergency numbers are clearly posted and evacuation routes are visible.		
Infant Care Considerations	√	Comments
Are there safe sleep policies/procedures in place?		
Does the facility promote Breastfeeding?		
What daily communication do parents receive regarding feedings, diaper changes and naps?		
Toddler Care Considerations	√	Comments
Do the caregivers talk, describe, read aloud?		
Are nap times relaxed and NOT stressful?		
Does the program have policy on toilet learning?		
Is the setting "child-proof" so that your toddler can crawl or walk safely and freely?		
Preschool Care Considerations	√	Comments
Does the schedule indicate a daily routine that is flexible enough to meet the individual needs of the children?		
Does the child care provider interact with the children?		
Are there consistent limits set which help child gradually learn to make his or her own choices?		
School-Age Care Considerations	√	Comments
What activities are available when school is not in session? (older children are never asked to look after or supervise younger children)		
Is there appropriate space for children to do their homework?		
Does the child care provider help your child follow through on projects, help with homework, and suggest interesting things to do?		
General Considerations	√	Comments
Does the cost fit with your budget?		
Do the hours of operation and holiday schedule accommodate your work schedule?		
Will my child be happy in this program? So I feel comfortable leaving my child in this program.		
Ask for reference of other families who have used child care provider and call them to learn about their experiences.		

Questions to ask	v	Comments
Is the program accredited or participating in special quality initiatives?		
Are references and background checks conducted on staff and volunteers?		
What education, experience and training does the staff have? How many of the staff have been employed for over one year?		
Are staff trained in First Aid and CPR? Is there a first aid kit available?		
What staff are trained to administer medication?		
How many children are there for each adult? How many children are in a group?		
Does the program welcome parents to visit anytime throughout the day and encourage family involvement?		
Are there policies/procedures in place for dropping off and picking up children (Who can pick up a child)?		
Are there policies/procedures in the event of fire, tornado, terrorism, etc. and when are drills practiced?		
Are there policies/procedures in place to ensure that all children are present and accounted for during and following outdoor play, transportation/field trips, and other transitions?		
Are there written policies/information regarding program philosophy; discipline; illness/injury; reporting abuse and neglect?		
Are there written policies/information regarding reporting abuse and neglect?		
What is their policy regarding illness or injury?		
What is included in the cost (meals/snacks, diapers, supplies)?		
Are there additional fees for registration, materials and field trips?		
What is the absence/vacation policy?		
Do parents receive daily communication about activities, routines and child's disposition?		
Is their KDHE license posted?		

Notes

Check state licensing and compliance history of child care programs at Kansas Department of Health and Environment (KDHE) website at <http://www.kdheks.gov/bcclr/capp.htm>

Need additional information about quality child care or finding child care contact Child Care Aware® of Kansas at 855-750-3343.
www.ks.childcareaware.org

