



# DAYCARE CHECKLIST

Print this page for each daycare interview so you can compare notes later on.

Daycare Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Website \_\_\_\_\_

## Questions to ask:

- How long have you been in the childcare service? \_\_\_\_\_
- Are you licensed & accredited? NAEYC or NAFCC accreditation?
- Do you have tracking sheets? sign in/out process? Provide daily reports?
- Are **all** teachers trained in CPR & 1st aid?
- Do **all** your teachers have training in early care education (ECE 1 & 2)? \_\_\_\_\_
- Are background checks done on **all** staff members? \_\_\_\_\_
- Caregiver to child ratio? How many infants/babies/toddlers max will you allow in this classroom? \_\_\_\_\_
- Does your center take children outside on nice days? If so, for how long? \_\_\_\_\_
- How often are the items/toys in the rooms disinfected/washed? \_\_\_\_\_
- How secure is the center/classrooms? Are there locks/alarms or latches kids can't reach on doors to prevent child loss?  
\_\_\_\_\_
- What is the daily routine/schedule for the class my child would be in? \_\_\_\_\_  
\_\_\_\_\_
- Do you have an open-door policy (can I drop in / visit anytime I want)? \_\_\_\_\_
- What is your sick child policy? \_\_\_\_\_
- Staff turnover? How long has your infant/baby/toddler teacher been the teacher in this class? \_\_\_\_\_
- Are you up to date on your smoke detectors? First aid kits? \_\_\_\_\_
- What is your emergency exit procedure? \_\_\_\_\_
- Do you base your lessons on developmental milestones and how does your center track them? \_\_\_\_\_



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<b>Rate the following areas:</b>	<b>Poor</b>		<b>Fair</b>		<b>Excellent</b>
Convenience of office to work or home	1	2	3	4	5
Availability of parking or public transportation	1	2	3	4	5
Cleanliness/Organization of center	1	2	3	4	5
Friendliness/professionalism of staff	1	2	3	4	5
How comfortable you feel overall	1	2	3	4	5
Provider's communication style	1	2	3	4	5

Ask as many questions as you want... but what you really want to do, is go in and LOOK, FEEL, AND OBSERVE.

Trust your intuition about the directors, teachers and staff. Observe the kids and teachers in action. Come at different times of the day and stay as long as they'll allow to see how they operate. Then ask other parents about their experience.

**Additional Notes:**

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