Keys to Quality Child Care Checklist

This comprehensive checklist is based on guidelines identified by child development specialists, parents, and researchers to help you make the right choice when choosing child care.

Name of Programs to Visit	Total Rating			
	Best	Good	Okay	Poor
1.				
2.				
3.				

Area of Responsibility: Qualifications	Answers
	Please write your answers clear and easy to be read.
As a child care provider or child care director, what level of education or experience do you have? Are there any trainings or certifications that you have?	
Do the adults in your center/home continue to receive early childhood training and education? Are adults trained in Mandated Reporter Training and Preventative Health & Safety training?	
Have all adults completed training in Pediatric First Aid & CPR, and is it current?	
Have all adults undergone required background checks? What is your staff retention rate?	
May I see a copy of your child care license?	

Notes:

Area of Responsibility: COVID-19	Answers
	Please write your answers clear and easy to be read.
What are your drop-off and pick-up procedures? Do you stagger arrival and pick-up times? Under what circumstances will I be able to enter the child care program? Do you require all staff and families to wear face coverings to enter the program?	
Will my child be required to wear a face covering at all times?	
How often do you complete health screenings with staff and children? Do you follow any COVID-19 exposure health check guidelines? Are there daily temperature checks for children and adults? How often do staff and children wash their hands?	
What is the adult to child ratio? How do you follow licensing guidelines for grouping children? Are the staff interchangeable or do they work with a consistent group of children?	
How do you ensure all children are supervised at all times? (meal time, outdoor play, naps)	
How are you following CDC guidelines on cleaning/sanitizing?	
How do you ensure caregivers and children maintaining six feet of physical distance during group activities?	
Do you have posted signage with information about physical distancing, health and safety plans, face covering requirements, and Department of Public Health contact information?	
What is your return to work policy if a staff member test positive for COVID-19?	
How soon will I be notified about any COVID-19 outbreaks/health concerns from your program? How will I be notified?	
School age children: Will you assist virtual learning with my child? Will they have support for homework assistance, and adapting to technology? How will technology equipment be stored?	

Notes:

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Area of Responsibility: Cost & Availability	Answers
	Please write your answers clear and easy to be read.
What ages do you serve? Do you have availability?	
Do you have a parent handbook that includes information on your daily schedule, fees, and important information about your program (Sibling discount? Meals? Extra fees? Absence/sick policy?)	
Is transportation provided for any before and after school programs?	

Notes:

Area of Responsibility: Caregiver/Child Interactions	Answers
	Please write your answers clear and easy to be read.
How do caregivers help children resolve issues? How do caregivers encourage peer interaction?	
Are infants given equal time and attention as the older children?	

Notes:

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Area of Responsibility: Learning & Playing

Answers

Please write your answers clear and easy to be read.

Question	Answer
Is there a schedule or routine that you follow each day? Why or why not?	
What kind of learning/creative opportunities are children offered?	
Are there age appropriate toys/materials at child level?	
What types of activities are planned for children when the weather does not permit outside play?	
Is there a television? If so, how much screen time do the children get a day?	
Do you offer any additional programs such as Spanish lessons, cooking lessons, dance lesson, etc.? Is there an additional fee?	

Notes:

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Area of Responsibility: Health & Safety

	Answers
	Please write your answers clear and easy to be read.
Are there pets in the child care environment?	
Is there a pool (above ground or in the ground)? Does the pool have safety features – gate, alarm, pool cover?	
Do you have an emergency kit/first aid supplies? How often do you update your emergency kits?	
What is your emergency plan in case of disaster? Is there an exit plan displayed? Do you practice earthquake drills, fire drills, and intruder drill with children?	
Do you provide meals or are families required to bring their own? How do you accommodate food allergies and restrictions?	
What is your sick policy? Do you administer medication? How is medication stored? How to you keep track of children's immunizations?	
How do you handle nap times? Are all infants put to sleep on their back? Are all child care staff trained on safe sleep practice to reduce the risk of sudden infant death syndrome (SIDS)?	
Do you help children with toilet training? What age do you start? Are they separated or in private rooms for boys and girls? Do you supply the diapers or will parents need to provide diapers for the children? Where and how do you store my child's toiletries?	
Are children ever transported in a vehicle? If so, do you have an age appropriate car and seats with seat belts?	

Notes:

Area of Responsibility: Communication

Please write your answers clear and easy to be read.

Question	Answers
What is your preferred method of contact? How will you relay information about my child to me?	
Do you have your policies and procedures in writing? Will I be receiving a copy of them?	
Do you celebrate birthdays and holidays?	
How would you handle a parent complaint?	
Do you encourage parent participation? If so, how would you like us to participate?	
Is there a contract that I need to sign?	
Are there any references I can outreach to? (Past & present parents)	

Notes: