

Provider Name / Phone:

Address:

Checklist for Family Child Care Programs

Fill out a checklist for each family care provider you are considering and then compare the results. There is room to answer questions and jot down notes. These notes can be quite helpful when comparing providers days or weeks after your visits. Before starting, take some time to look over this list and add or change questions to address your specific needs and those of your child.

Before You Go	<i>Notes</i>
<i>Questions to Ask</i>	
<input type="checkbox"/> How many children are served? What ages?	
<input type="checkbox"/> Is there space available right now? Is there a waitlist?	
<input type="checkbox"/> What are your hours?	
<input type="checkbox"/> What are your fees?	
<input type="checkbox"/> Do you have a particular approach to child care?	
<i>Things to Observe</i>	
<input type="checkbox"/> Is the care provider open and friendly on the phone?	
<input type="checkbox"/> Does he/she encourage visits?	
The Environment	
<i>Questions to Ask</i>	
<input type="checkbox"/> What outdoor space(s) do children use? (Public park? Private playground?)	
<input type="checkbox"/> How often do children go outside?	
<input type="checkbox"/> What happens in the event of bad weather?	
<input type="checkbox"/> Do you take the children on neighborhood trips?	
<input type="checkbox"/> What part of the house will the children be in?	
<input type="checkbox"/> Where are toys and materials kept? Does this include books that are available to the children?	
<input type="checkbox"/> What types of activities do you do with the children?	
<input type="checkbox"/> Are there any pets in the home? Are they allowed in the child care area?	
<i>Things to Observe</i>	
<input type="checkbox"/> Is there enough room for children to play safely?	
<input type="checkbox"/> Is the environment cheerful and inviting?	
<input type="checkbox"/> Are the activities and materials varied and developmentally appropriate?	
<input type="checkbox"/> Do the materials support diversity?	

<input type="checkbox"/> Can children reach toys without help?	
<input type="checkbox"/> Does everything look clean and well cared for?	
The Care Provider	
<i>Questions to Ask</i>	
<input type="checkbox"/> What education/experience do you have regarding young children?	
<input type="checkbox"/> What do you like best/least about caring for children?	
<input type="checkbox"/> Are you trained in CPR/first aid?	
<input type="checkbox"/> Do you employ any assistants? How did you select him/her?	
<input type="checkbox"/> Will anybody else be in the house during the day? (family members, friends, other visitors)	
<i>Things to Observe</i>	
<input type="checkbox"/> Does the provider speak to children warmly and with respect?	
<input type="checkbox"/> Does he/she get down on the floor and interact with children at their level?	
<input type="checkbox"/> Does the provider interact with adults (parents and other providers) in a positive manner?	
Policies and Practices	
<i>Questions to Ask</i>	
<input type="checkbox"/> Is there a daily schedule or routine? How are parents informed of the schedule?	
<input type="checkbox"/> Can parents stop in at any time to visit?	
<input type="checkbox"/> Are there practices in place to deal with parent-child separation?	
<input type="checkbox"/> What do you do when a child is sick or injured?	
<input type="checkbox"/> What do you do when a child misbehaves? Are there clear discipline procedures?	
<input type="checkbox"/> Are snacks, meals, and/or diapers provided?	
<input type="checkbox"/> Is there a contract that outlines fees?	
<input type="checkbox"/> Do you provide alternative or back-up care when you are unavailable? Will my child and I meet the back-up provider in advance?	
<input type="checkbox"/> Are your policies available in writing?	
<i>Things to Observe</i>	
<input type="checkbox"/> Do you see children and the provider following routines and policies?	

Health and Safety	
<i>Questions to Ask</i>	
<input type="checkbox"/> Are children supervised at all times? Even when napping?	
<input type="checkbox"/> Are practice fire drills performed on a regular basis?	
<input type="checkbox"/> Are you authorized to dispense medication?	
<i>Things to Observe</i>	
<input type="checkbox"/> Do you see the provider and the children washing their hands before eating or after playing outside?	
<input type="checkbox"/> Are outlets covered? Are windows, doors, cabinets and stairs appropriately secured? Are there covers on all radiators? Window guards?	
<input type="checkbox"/> Are emergency procedures posted?	
<input type="checkbox"/> Are smoke detectors and exits clearly visible?	
Communication	
<i>Questions to Ask</i>	
<input type="checkbox"/> How do you maintain regular contact with parents? (conversation, written communication, conferences)	
<input type="checkbox"/> Can you accommodate requests for meetings or phone calls?	
<input type="checkbox"/> Are there occasions or events where parents can interact with one another?	
<input type="checkbox"/> Would you be willing to give me the contact information of several parents?	