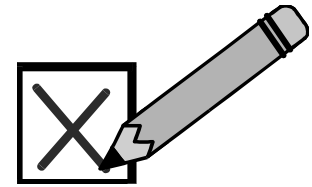


CHILD CARE CHECKLIST



Center/Family Child Care provider: _____

Hours: _____ Fee(s): Full-time _____ Part-time _____

Caregivers/Teachers

Yes **No**

- Treat parents with courtesy on the phone and in person _____
- Encourage and adequately respond to questions _____
- At least one staff member is on-site at all times who meets the required 15 hours of health and safety training, pediatric CPR, and first aid _____
- Have Early Childhood Education units and/or meet education requirements _____
- Teacher-to-child ratio meets state licensing requirements _____
- Appear professional, competent, and happy in their work _____
- Participate in continuing education and training _____
- Low staff turnover rate _____
- Model the behavior expected of the children _____
- Interact with children in a caring, positive manner _____
- Communicate with children at their eye level _____
- Greet children individually and assist with transitions _____

Communication/Parent Involvement

Yes **No**

- Use a bulletin board, newsletter for parent-teacher communication _____
- Have a system for daily/weekly communication (i.e. journal, daily notes) _____
- “Open door” policy welcomes parents to drop in unannounced *(Remember, this is your legal right after your child is enrolled!)* _____
- Visiting parents have the opportunity to speak with enrolled families _____
- Parent participation is invited and encouraged _____
- Have established illness and conflict resolution policies _____
- Have opportunities for parents to meet, discuss, and socialize _____
- You agree with the discipline policies _____

Environment/Setting

Yes **No**

- Materials, art projects, and decorations are at the children’s eye level _____
- Materials and facility setup encourages choice and exploration _____
- Facility is clean and well-maintained _____
- Child-size materials and furniture _____
- Pictures, decorations, books, and curriculum recognize a variety of languages and ethnic backgrounds _____
- Outdoor play area is fenced _____
- Toys are clean, safe and within reach of children _____

(Continued on back)

Health and Safety

Yes No

- Program is licensed or regulated _____
- Has been verified with Community Care Licensing (650) 266-8843 _____
- Proper hand washing techniques are used before/after toileting & handling food _____
- The site follows universal infection control practices (i.e. paper towels, pump soap, disposable gloves, etc.) _____
- Surfaces, toys, and diaper changing areas are disinfected throughout the day and at closing time using bleach and water solution _____
- Separate sinks are used for toileting and eating _____
- Diaper changing area is separate from playing and eating areas _____
- Indoor/outdoor areas are free of hazardous materials and chemicals _____
- Electrical outlets are covered _____
- Gates, latches, and door/cabinet/drawer locks are utilized _____
- Have procedures for administering medication; children's allergies are posted _____
- Emergency cards are on file and updated regularly _____
- Evacuation procedures are posted and practiced _____
- All areas are visible and easily supervised by teachers _____
- Separate toileting facilities are available for children and teachers (centers only) _____
- Emergency and evacuation procedures are established and practiced _____
- Designated area is available for isolation when a child becomes ill _____

Program/Philosophy

Yes No

- Philosophy of the program matches my own _____
- Children appear happy and engaged _____
- Transitions during the day are kept to a minimum _____
- Daily schedule is posted and followed _____
- Transitional objects from home are encouraged (blanket, doll) _____
- Nutritious meals and/or snacks are provided _____
- Activities are child-centered rather than teacher-directed _____
- Age-appropriate books, toys, and materials are used _____
- Activities promote success, independence, and self-esteem _____
- Curriculum promotes literacy and language development _____
- Allows children to choose between group and individual activities _____
- Integrates field trips and enrichment activities _____
- Discipline techniques emphasize education rather than punishment _____
- Has been verified with Community Care Licensing (650) 266-8843 _____

©2008 Children's Council of San Francisco

L:\TR\R&R New forms 03-08\1-Choosing Child Care\CC_Checklist.doc