

CHILD CARE **CHECKLIST**

A guideline for parents and providers

The Family Child Care Provider's Association-Manchester Area has gathered this information for parents to consider when choosing family child care and for providers to use as a guide during the interviewing process. If you're in need of childcare, please contact the referral coordinator for the FCCPA-MA at 860-218-8184 or contact Infoline at 211.

STATE REQUIREMENTS

Is the family child care home licensed with the state? The certificate should be clearly posted. Although being licensed is not a guarantee of quality, it's an indication that basic health and safety standards have been met through a background check, health clearance and site inspection.

Does the provider observe legal limits on capacity? This being no more than 6 preschoolers, only two under the age 2 and 3 additional school age children before and after school.

BASIC INFORMATION

Suitable hours
Tuition rates
Contract offered
Travel
Group size and age groupings acceptable
Illness/medication policy clearly explained
Paid holidays/personal/vacation days clearly outlined
Daycare insurance
Sick policy for children and provider

THE PROVIDER

Licensed and years of experience
First aid and CPR certified
Does the provider have any health issues?
Disciplinary methods/dealing with conflicts
How does the provider handle children who cry when parents leave?
Friendly and cooperative
Attentive to the children
Professional image
Training (conferences, support groups)
Membership affiliations to professional organization
Substitute available or back-up provider
Any other employees
Any regular visitors
How are emergencies handled/sickness handled

THE CHILD CARE HOME

Setting is bright and cheerful/children seem comfortable
Age appropriate toys/activities/ in good condition
Toys/play area cleaned regularly
The home is clean, safe and well organized
Space to play indoors and outdoors
Cubbies/baskets for child's belongings
Resting pads/blankets/cribs/pillows provided
Where do children nap?
Children can access toys themselves
Smoke free
Pets-where are they kept/pet food stored out of reach/shots up-to-date
Air-conditioned/heated—space is comfortable
Hot water adapter for faucets or low setting
Carbon monoxide detector
Working smoke detector
Fire extinguisher
Lead free home
Which rooms do children have access to?
Where are diapers changed?
Where are cleaning supplies kept?
What are the house/daycare rules?
Are there any weapons in the home?
If so, are they stored appropriately?

DAILY SCHEDULE

Daily schedule provided and/or posted
Curriculum offered/not offered—what does curriculum consist of
Can children make own choices regarding activities?
Dramatic play
Story time
Meals/snacks provided or not
Food program member
Rest time
TV viewing policy/shows watched
Outside play—children kept together/no one left alone outdoors
Field trips (medical forms & first aid kits on hand/car seats available)
Potty training-techniques used
Regular fire drills
Health practices-hand washing/teeth brushing

INFANT NEEDS

Own sleeping crib/sheets/blankets
How, where and in what are infants napped
Familiar with SIDS precautions
Clean changing table, follows sanitation regulations
Formula/food/diapers/wipes (normally provided by the parent)
Held for cuddle and feeding times
Where is infant placed when/if provider needs to leave the room?

MEAL PROGRAM

Which meals and snacks are offered?
Menus posted or available
Food program
Examples of meals or snacks
Are the children required to eat everything on plate?
Who fills the meal plates and are seconds offered?
When should babies be off the bottle?

PARENTAL INVOLVEMENT

Interaction encouraged
Communication/open door policy
Holiday/special occasion celebrations
Newsletters or daily notes
Record keeping of payments

OVERALL IMPRESSION

Childcare comes highly recommended
References available
Warm and friendly atmosphere
I would feel comfortable leaving my child here
I would be happy here if I were a child

OTHER SOURCES FOR CHILD CARE

Infoline—simply dial 211 for child care
www.infoline.org
Your local provider's association referral service
Friends, neighbors, co-workers
Check with your company-many offer childcare referral services
Your local town paper
Ask provider's if they have a waiting list