

Child Care Facilities Checklist

Staff

- _____ Present children with respect, flexibility, and patience
- _____ Are able to meet your child's developmental and emotional needs
- _____ Are of a sufficient number to meet the needs of the children
- _____ Take time to discuss your child with you
- _____ Practices good personal hygiene
- _____ Have previous experience or training in working with children

Facility

- _____ Safe indoor and outdoor areas and equipment
- _____ Orderly, clean play areas
- _____ Airy rooms with bright colors
- _____ Sanitary bathrooms and diaper changing areas

Health and Safety

- _____ Comfortable temperatures summer and winter
- _____ Rounded table corners, other furniture safety features
- _____ Non-toxic play materials
- _____ First aid kit
- _____ Healthy snacks and/or meals
- _____ Clean kitchen area
- _____ Hand washing after toileting and before meals, snacks
- _____ Separate cribs for infants
- _____ Separate cots/mats for others
- _____ Cleaning materials, medicines, out of reach of children

Program

- _____Mandated staff:child ratios (Infants 1:4 Young Toddlers 1:5 Older Toddlers 1:6 Preschoolers 1:10)
- _____Creative play
- _____Plenty of play materials
- _____Plenty of educational materials
- _____Organized program of activities
- _____Supervised rest time
- _____Minimal, supervised TV, if any
- _____Stories read

General

- _____A license or certificate from the PA Department of Education and/or
- _____A license or certificate from the PA Department of Public Welfare
- _____Rules are clearly explained
- _____Positive behavior encouraged
- _____Parental visiting encouraged
- _____Children allowed to get dirty naturally through play
- _____No children "left out"
- _____Lots of laughing, caring, and sharing

Ask the Questions

May I drop in anytime?

May I participate in program planning?

May I take part in special events and trips?

What are the hours?

What are the fees?

What does this include? (eg. diapers, meals, trips, etc.)

Are the caregivers trained in child development?

What are the degree requirements for staff?

What are the hiring procedures?

Is there a reduction in fee if my child is out sick?

What happens if my child gets sick/injured at the center?

How long has most staff worked here?

May I contact staff references?

Is there a parents' group or programming committee?

Are there restrictions on who may pick up my child?

After Your Child Begins Attending:

- Drop in unannounced and visit regularly
- Leave emergency contact information at the facility
- Set up two or three "back-up plans" in case of your child's sickness or your own

Copies of day care regulations can be obtained by calling the PA Department of Public Welfare Day Care Unit toll-free at 1-800-222-2117.

*The Pennsylvania Commission on Women
P.O. Box 1326
Harrisburg, PA 17105
(717) 787-8128*