



Child Care Provider Check Li

Check each box during your on-site visit as you verify the information given to you by the

Ask for 3 references from each provider and call them to see if this is a good match for y

Critical Questions to Ask During Your Interview with a Child Care Provider	Provider # 1 Name: Phone:	Provider # 2 Name: Phone:
1. Is this program licensed by the state?		
2. What are the hours you are open? Are you flexible with those hours?		
3. What days are you closed for holidays or staff training?		
4. What is the age range of the children in your care?		
5. How many children are in each classroom or in your home?		
6. What is the provider to child ratio?		
7. How long have you and the other providers been here?		
8. Can I have a copy of your policies or parent handbook?		
9. How will my child spend their day? Tell me about their typical schedule.		
10. Do you use a curriculum? What is it called and would you tell me about it?		
11. Tell me about your philosophy regarding caring for children.		
12. Do you have a contract and policy statement that I need to sign?		
13. What kind of training has the staff had? Do you know First Aid and CPR?		
14. What procedures do you have in place when a medical emergency occurs?		
15. What kind of education do the providers have? What additional educational opportunities are the providers given?		
16. What kind of daily communication can I expect from you?		
17. Are there opportunities for me to participate or be involved in the program?		
18. Do you go on field trips? Who drives? Do you have car seats?		

19. How do you deal with behavior problems and discipline?		
20. How do you involve children with special needs?		

Provider #1 Notes:

Provider #2 Notes:

Provider #3 Notes

Use the observation check list as you tour the facility/home.

Observe

Observation is the single most important guide when choosing an early learning program for your child.

Narrow your list to 3 providers. Visit each facility or home. Meet with the providers or center directors, and tour the facilities.

Here is a check list for you to use when touring each center or home.

Health & Safety	Provider #1	Provider #2
Equipment in good repair		
Electrical outlets are covered		
Facility is clean and free of litter		
The program's emergency route(s) is (are) posted		
Emergency phone numbers are posted near every phone and in every room		
The doors are locked and visitors are required to sign in		
All toys are clean and in good condition		
The playground has safe surfaces and is fenced in. There are both sunny and shady areas		

Environment Basics	Provider #1	Provider #2
The room is warm and inviting		
The children are happy and involved		
The furniture is child-sized and the materials are at the children's level		
All materials in the room are age appropriate for the children		
There are enough equipment and supplies in the room so children can either play alone or share		
Providers are with the children and within eyesight of them at all times instead of always at their desk		
The community's diversity and culture is reflected in the room and group of children		
Daily Activities	Provider #1	Provider #2
Nutritious meals and snacks are provided to children		
Nap & story time are built into the day		
Both structured and unstructured art, science, and language activities are available		
Children are exposed to music		
Puzzles, blocks, and a make-believe station are provided		
Children have a time during the day to choose their own activities		
Activities are varied and include both outdoor playtime and an indoor quiet time		
A schedule of activities is posted and available for you to review		
Provider / Child Interactions	Provider #1	Provider #2
Look for signs of mutual respect & appreciation between providers & children		
Providers need to be at eye level of the children when talking to them		
Provider should be listening closely to each child and using encouraging language		
Children should be asked questions and not just given directions		
The provider is appropriately responsive to children who are upset		

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