



Day Care and Preschool Checklist

PROGRAM

- Can parents visit at anytime?
- Can you and your child have a "trial run" together?
- Is good behavior encouraged?
- Is there a sign-in and sign-out procedure?
- Are parents involved? Is there a parent information area?
- Are routines posted in each classroom?
- Is there a policy on video time?
- Is there a policy on discipline? What is the policy?

HEALTH & SAFETY

- Is there someone specifically designated to oversee the safety of the facility?
- Are the play materials non-toxic?
- Are there at least 2 first aid kits available?
- Are the handwashing procedures posted/observed after toileting and before eating/serving?
- Is there a cot cleaning procedure?
- Is there a medication policy and are medications kept out of reach of children?
- Are the children's items labeled?
- No broken toys around for the kids to get hurt?
- Is there a toy cleaning policy?
- Are the outlets covered? No extension cords are being used?
- Is there a diaper changing procedure?
- Is there a strict pick-up and drop-off policy?
- Do children have clean faces and hands?
- Does it appear that the garbage is taken out on a regular basis?
- Children do not sleep in swings or pumpkin seats unless he/she has a doctor's excuse?
- The bottles are not propped?
- Does the caregiver take classroom attendance?

YOUR NOTES AND OBSERVATIONS: