**Name of Childcare Facility:**

**Availability**

Questions to ask:

* What ages are accepted?
* What time can I drop my child off?
* What is the latest time that I can pick up my child?
* What holidays are you closed?
* Do you have space available for my child?
* Can I choose from a full-time or part-time schedule?
* If my child attends daycare part-time, do I need a set schedule?
* Can I visit the facility without an appointment?
* Do you have a list of references that I can call?

What to look for:

* Does someone answer phone calls promptly?
* Is a director conveniently available to answer questions?

**Staff training and facility licensing**

Questions to ask:

* How long has your facility been providing daycare?
* What is the caregiver to child ratio?
* Does your staff have training in early childhood development?
* Are teachers trained in first aid and CPR?
* What is your staff turnover?

What to look for:

* Is there a certification license posted?
* Are there any state violations posted?

**Daily activities and schedules**

Questions to ask:

* Are nap times provided? What time and where?
* What activities will be available for my child?
* Will my child go on field trips outside the facility?
* Is there an education curriculum?
* How much time do they watch television during the day?
* Do you offer transportation?  If so, from what schools or locations?

 What to look for:

     What activities are children doing?

**Meals**

Questions to ask:

* Are nutritious meals & snacks provided by the daycare?
* Do they allow for special needs diets?
* Are parents given a monthly menu?
* Do you have adequate storage for breast milk?

What to look for:

* Are the kitchen and eating areas clean?
* Is breast milk labeled?
* Are food allergies noted for teachers?

**Care**

Questions to ask:

* How are they disciplined?
* How do you handle toilet training?

 What to look for:

* Are the children given lots of love and encouragement?
* How does staff interact with children?

**Environment**

Questions to ask:

* Do you have an outdoor playground?
* Are there personal cribs for each infant?
* Are animals allowed on premise? (at-home daycares only)
* Are there provisions for children with special needs?

What to look for:

* What toys and activities are available?
* Does the center look well-kept?

**Illness**

Questions to ask:

* What is your sick policy?
* What do you do if my child becomes sick at daycare?
* What is your policy for handling falls or incidents?
* Are immunizations required?
* Do you dispense medication only with a parent or doctor’s signature?

**Safety**

Questions to ask:

* Is there a safety plan in place in case of an emergency?
* Are there restrictions on who may pick up my child?
* Are parents called when a child does not show up at the appropriate time?
* Does the playground equipment meet safety standards?
* Are hazardous materials kept out of reach of children?
* Is there a first aid kit?
* Do they have smoke detectors?
* Are fire exits marked and caregivers knowledgeable in a fire safety plan?

What to look for:

* Are safety gates working?
* Does the playground equipment look safe?
* Where are smoke detectors?
* Where are hazardous materials?
* Are fire exits marked?
* Are heating vents and radiators covered or inaccessible to children?

**Sanitation**

Questions to ask:

* How often are toys washed? What do you use to clean them?
* Do caregivers use gloves when handling food and when changing diapers?
* Are children taught to wash their hands before eating and after using the toilet?

 What to look for:

* Does the facility look clean and composed during an unexpected visit?
* Are toys and furniture in good condition and up-to-date?
* Are caregivers using gloves?
* Is soap and paper towels provided in each restroom?

**Registration and fees**

Questions to ask:

* How do I register my child?
* I am pregnant. How do I reserve a space for my infant?
* What are your daycare fees for full-time? Part-time?
* Do you accept any kind of financial assistance?
* Is there a sibling discount?
* What is the fee for picking up my child late?