



Quality Counts

Child Care Resource & Referral, Inc.
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CCR&R
Child Care Quality
Checklist

CCR&R Child Care Quality Checklist

Use the following checklist to keep track of the answers you receive during your search for quality programs. You may need to make additional notes as you ask questions.

The checklist is broken down into several categories covering a wide range of topics, from general program information to the needs of the child. Use the checklist as you visit each program. As you ask questions about each program, check the box when the answer is "Yes." Leave the box unchecked if the answer is "No."

When you have visited all the programs you want to see, compare the answers and determine which program is best for you and your child.

Quality Checklist		
✓	Setting	Notes
	Do children have a place to store personal belongings?	
	Is the environment cheerful, warm and inviting?	
	Are toys on low shelves within reach of infants, toddlers and preschoolers?	
	Are furnishings the right size for the ages of the children in care?	
	Is the children's work displayed at their eye level?	
	Are there science/sensory activities that encourage children to experiment and observe?	
	Is there enough space? Do infant rooms have space for both cribs and for infants to crawl?	
	Are there activity areas that allow for different types of play (housekeeping, cozy book corner, art, blocks, etc.)?	
	Is the program accessible to and does it meet the needs of children with disabilities?	
✓	Programming	Notes
	Is there a curriculum that is followed?	
	Are infant activities (such as play, meals or napping) individualized?	
	Is a daily record kept on feeding, naps and diaper changes?	
	Is the children's work creative and individualized as opposed to looking the same?	
	Is there a variety of clean, developmentally-appropriate materials and equipment for children, indoors and outdoors?	
✓	Health & Safety	Notes
	Are nutritious snacks and meals planned and served? Is a menu posted for parents?	
	Are foods, bottles and medicines labeled with child's name and date and stored safely and appropriately?	
	Is there a staff member trained in first aid/CPR at the facility at all times? Is there a first aid kit?	
	Do staff follow health precautions such as using gloves and washing their hands and children's hands frequently?	

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	Are toys cleaned daily or as needed?	
	Can the diaper changing surface be easily cleaned?	
	Are there clean and easily accessible bathrooms?	
	Is the space clean and odor free?	
	Are the programs indoor and outdoor areas safe, free of hazards and large enough for easy movement?	
	Are there separate outdoor areas for infants that include a variety of safe equipment?	
	Are electrical plugs and radiators covered or protected?	
	Are there smoke and carbon monoxide detectors?	
	Are safety procedures for tornados, fire, etc. practiced regularly, and documented?	
✓	The Children	Notes
	Are the children allowed to select learning/play activities and toys by themselves?	
	Can children choose not to participate in the activities?	
	Do children have the opportunity to develop self-help skills as they grow, e.g. zipping, buttoning and typing shoes?	
	Is problem solving among children encouraged?	
	Do children appear actively involved and interested?	
✓	Staff	Notes
	Does a staff member greet children warmly when they arrive?	
	Do staff welcome questions and share information with families?	
	Do staff discipline the children in a caring, consistent and calm manner?	
	Do staff respond to children's individual needs and do they provide one-on-one attention?	
	Are staff actively involved with the children (i.e. on the floor with the infants)?	
	Are staff members required to have special training in early education, and receive continuous staff training?	
	Have the majority of staff members worked at the program more than two years?	
✓	Activities	Notes
	Are planned activities appropriate for the ages and developmental stages of the children?	
	Are activities planned that help children solve problems, express ideas and learn about the real world?	
	Do books, materials, and artwork reflect cultural diversity?	
	Are daily activity plans posted and followed?	
	Does the program support early literacy by integrating appropriate activities into children's play?	
	Do activity plans provide for active <i>and</i> quiet play?	
	Are children talked to, read to and sung to by adults?	
	Do activities give children opportunities to learn new physical skills?	

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	Program Policies	Notes
	Does the program have a written statement that describes its philosophy and are you comfortable with it?	
	Does the program have policies/procedures on discipline, illness, medicine, accidents/injuries and emergencies?	
	Does the program keep records on children and their development?	
	Does the child/staff ratio meet state standards?	
	Is the group size small enough so children are not overwhelmed?	
	Is there a safe sleep policy and a relaxed setting for nap/rest time?	
	Does the program have qualified substitutes in case of staff illness or vacation?	
	Does the program have a policy on toilet learning?	
	Does the program have a plan for when a child is bitten?	
	Does the program have a plan and resources for children with special needs?	
	Are children's families allowed to visit at any time? Is there an "open door" policy?	
	Are there opportunities for parent/family involvement?	
	Is there a written contract or agreement, and do I completely agree and understand it?	
✓	What is the program's YoungStar Rating?	
✓	Notes	



The child care quality checklist can be helpful as a guide when visiting providers. However, it is important to trust your instincts as well!

About CCR&R

Founded in 1987, Child Care Resource & Referral, Inc. is a non-profit resource and referral agency that works with families, child care providers and communities across northeast Wisconsin, serving 8 counties – Calumet, Fond du Lac, Green Lake, Manitowoc, Outagamie, Sheboygan, Waupaca and Winnebago. We are a member of Wisconsin's Supporting Families Together Association (SFTA) and Child Care Aware® of America (CCAoA).

Our Mission

Child Care Resource & Referral improves the quality and accessibility of early childhood education and care.

CCR&R services include:

- *FREE Child Care Referrals*
- *Business Child Care Start-up Services*
- *Technical Assistance & Training*
- *Early Childhood Resource Library*
- *Child Care JobLine*
- *Meeting Space*

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