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A RESOURCE FOR PARENTS

Daycare Checklist

Before you begin touring childcare centers, consider:

- What are the hours/days of the week your child will be attending daycare?
- Do you want the center to provide breakfast and lunch for your child (after they are out of bottles and baby food)?
- How much do you want to spend on daycare?
- What daycares are in route to work?

Questions	Center 1	Center 2	Center 3
Name of center, director and phone number			
Current waitlist/start date			
Is the outside of the center clean, free of trash and well kept?			
Do they have an open door policy or do you have to make an appointment to tour the facility?			
Is the campus secure with a pin number or key card, or can you walk in?			
Does staff supervise the lobby at all times?			
Are the employees welcoming? Do they make you feel comfortable?			
Do the children seem happy and occupied?			
What is the payment schedule (weekly, monthly)?			
What are the fees?			
What are the vacation and sick policies?			
What is the fee for being late for child pickup?			
Is it registered, licensed and accredited? For how long? DHEC Approved?			
What are the procedures regarding who can pick your child up/drop your child off?			
Does the center provide breakfast and/or lunch?			



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How appealing is the menu?			
Are morning and/or afternoon snacks provided?			
Are the toys and furniture in good shape?			
Are there outlet covers on outlets?			
Are there cabinet locks on the cabinets?			
Are cubbies and bookshelves anchored to the walls?			
Are harmful chemicals out of reach?			
Is there adequate space for the child to play and move around?			
Is there an outside play area? Is it broken-up by age-appropriate toys?			
Is the outside area fenced in? Is it well maintained?			
In the infant rooms, do the children have individual care?			
Is Baby Signs available and/or promoted?			
In the toddler rooms, is potty training available?			
Are the children exposed to phonics?			
In the preschool/kindergarten rooms, are educational programs available?			
What are the disciplinary actions at the center?			
What are the daily routines?			
Does the center encourage hand washing? Are there signs to encourage children and staff to wash hands?			
What are the requirements for the child to graduate to the next room?			
Are the teachers trained in First Aid/CPR?			
What is the emergency plan in event of an emergency?			
Are you allowed to visit the center at any time?			
Are there daily, weekly or monthly notes home?			



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Does the center provide parents with Developmental Records?			
Are there yearly online parent satisfaction surveys?			
Were you given information when you visited the center?			
Which days is the center closed?			
Will you receive a yearly tax receipt for income tax deduction purposes?			
Is there adequate staff in each room? Teacher:Child - Zero to One Years Old 1:5 - One to Two Years Old 1:6 - Two Years Old 1:8 - Three Years Old 1:11 - Four Years Old 1:16 - Five Years Old 1:23			
During naps the ratio changes - Zero to One Years Old 1:5 - One Year Olds 1:6 - Two Year Olds 1:16 - Three Year Olds 1:22 - Four Year Olds 1:32			