

WDE ECE

Early Childhood Education

Child Care Center Checklist

General Questions

- Is the program licensed?
- Does the program provide safe and reliable transportation?
 - If so, are drivers licensed and insured?
- Are children properly restrained in the appropriate car safety seat that is appropriate for their weight and age? Are there clear check-in and check-out procedures?
- Health and Nutrition Questions Question Notes Does the child care program have records proving that the other children enrolled are up to date on all of the required immunizations?
- Is handwashing a regular part of the program's practices for both staff and children, especially before eating and after using the bathroom?
- If the program serves food, does it meet nutritional standards?
- How does the program handle if a child has food allergies or dietary restrictions?

Questions for Infants and Toddlers

- Are infants fed on demand?
- Is breastmilk stored appropriately?
- Is there a place where mothers can comfortably breastfeed their child?
- How are new foods introduced to toddlers?
- Is the place where diapers are changed clean?
- Do caregivers always keep a hand on the child while diapering?
- Do caregivers remove the soiled diaper without dirtying any surface not already in contact with stool or urine?
- Do caregivers clean and sanitize the surface after finishing the changing process?
 - Hands should be scrubbed with soap and warm running water for at least 20 seconds and then rinsed and dried. The water faucet should be turned off with a paper towel.
- How many children are cared for in the classroom?
- How many caregivers are in the classroom?
- Does the center follow best practices regarding ratio and group size?
 - Or, does the center follow the state licensing standards for ratio and group size?
 - Best practice recommendations:
 - 0-12 months: 3-4 children per caregiver, max group size of 8 children
 - 13-23 months: 4 children per caregiver, max group size of 8 children
 - 2-year-olds: 4-6 children per caregiver, max group size of 12 children
 - 3-year-olds: 7-9 children per caregiver, max group size of 18 children
 - 4- to 5-year-olds: 8-10 children per caregiver, max group size of 12 children
 - 6- to 8-year-olds: 10 children per caregiver, max group size of 20 children
 - 9- to 12-year-olds: 12 children per caregiver, max group size of 24 children

Supervision of Children

- Are children supervised at all times, both indoors and outdoors, and even when they are sleeping?
- Can caregivers be seen by others at all times so that a child is never alone with one caregiver?
- Have all caregivers undergone comprehensive background checks?
- Have the caregivers been trained on how to prevent, recognize, and report signs of child abuse?

Questions for Infants and Toddlers: Safe Sleep Practices

- Are all infants put to sleep on their backs?
- Do the infant sleep spaces consist of a firm sleep surface, such as a mattress in a crib, covered by a fitted sheet with no other bedding?
- Are the infant sleep spaces kept free of soft objects, toys, crib bumpers, and loose bedding?
- Are all child care staff, volunteers, and substitutes trained on safe sleep practices to reduce the risk of Sudden Infant Death Syndrome (SIDS)?
- Do all infants have their own designated sleep space that is the same every day?
- During rest time, can caregivers see and hear infants and toddlers at all times?
- Does caregivers regularly check on infants and toddlers when they are sleeping?
- Are safe sleep infant practices posted in the infant sleeping area as a reminder to all staff, volunteers, and substitutes?
- If infants can roll over, is there a sign posted by their bed indicating that the child can roll?
- Safety Is the indoor and outdoor environment clear of safety hazards, such as cleaning supplies and tripping hazards?
- Has the building been inspected for radon, lead, and asbestos?
- Are toys clean, safe, and within reach of children?

Questions for Infants and Toddlers

- Are caregivers trained in infant CPR and is their certification current?
- Are infants and toddlers within sight and sound at all times?
- Are outlets covered/protected?
- Emergency Plans and Drills Does the program have a plan in place in case of a disaster, like a fire, tornado, flood, blizzard, earthquake or active shooter?
- Does the program practice drills once every month?
- Does the program have an emergency plan in case a child is injured, sick, or lost?
- Does the child care program have information about who to contact in an emergency?
- First Aid and Medication Have caregivers been trained on CPR and First Aid and are those certifications current?
- Does the program have first aid kits?
- Are medications kept out of the reach of children?
- Are the caregivers trained and the medications labeled to make sure the right child receives the right amount of medication?

Indoor Environment Questions

- Is there enough room in the environment for children and caregivers to move around?
- Are there different areas for resting, quiet play, and active play?
- Is the atmosphere pleasant?
- Is the environment clean?
- Are there enough toys and learning materials for the number of children?
- Do the classroom materials change based on what children are interested in?
- Does the program use TV, computers, or other types of technology with the children?
 - If so, how often are these materials used?

Outdoor Environment Questions

- Is there a space for outdoor play?
- Is the outdoor play area fenced in?
- Is the outdoor play area regularly inspected?
- Is the outdoor area clean?
- Is the equipment the right size and type for the age of children who use it?
- Are children taken outside on a regular basis?
- Do caregivers actively supervise (play with) children outdoors?

Caregiver-Child Interaction Questions

- Are children comforted when needed?
- Do caregivers and children enjoy being together?
- Are children warmly greeted when they arrive?
- Do caregivers talk to children and seem genuinely interested in what the children are doing?
- Do caregivers get down on children's level and speak with them?
- How do caregivers help children solve their own problems?
- How do caregivers react to children's behavior?
- How do caregivers encourage peer interactions?

Program Structure Questions

- Is there a daily balance of play time, story time, activity time, and nap time?
- Do children play for a significant part of their day?
- Do children get to choose who they want to play with?
- Do caregivers play with children to help facilitate their learning?
- Do caregivers share and talk to parents about their child's daily activities, either at drop off or pick up?
- Does the program incorporate technology as a communication tool?
 - If so, is information shared with parents on how to access it and how the information is kept secured?
- Are parents encouraged to visit at any time?
- Are there ways for parents to be involved in the program?
- How are parent ideas incorporated into the program?
- Are there regular opportunities (at least twice per year) where parents can meet with the staff and share their child's strengths and hear how their child is developing skills?
- How often do caregivers share observations and ongoing assessment information with parents?
- How do caregivers work with parents to incorporate the family's culture and values into the classroom?
- How are transitions from classroom to classroom handled?
- What type of support does the program offer to both the parents and the child during this time?

Staff Qualifications Questions

- Does the lead caregiver/teacher have a bachelor's degree in a child-related field?
- Has the teacher worked in child care for at least one year?
- Does the teacher plan lessons and experiences for the children that help them learn and grow?
- Does the director have a bachelor's degree in a child-related field?
- Has the director worked in child care for at least two years?
- Does the director understand what children need to learn and grow?
- Are both the teachers and director involved in ongoing training or continuing education programs?

Child Care Policies and Procedures

- Does the program provide a written contract before you enroll your child?
- Does the program provide a copy of the parent handbook prior to enrollment?
- Does the program clearly outline the cost of care, field trip or special program fees, and any other fees?
- Does the program have a policy regarding drop-off and pick-up times, including who can pick up your child? Are there fees for late pick-up?
- Does the program have a policy for times when it may close, such as for certain holidays, inclement weather, or in case of emergencies?
- Does the program have a policy regarding when your child and other children should stay home because of illness?
- Does the program have a policy regarding termination of your child care agreement?
- Does the program have a written policy for when the provider is allowed to give medications?
- Does the program have a written supervision policy or plan that ensures children are supervised at all times? Does the program provide a written guidance and discipline policy?
- Does the program follow a certain teaching philosophy or use a specific curriculum?
 - If so what is the curriculum?

For more information contact Amy Reyes, Early Learning Specialist, at 307.331.7035 or amy.reyes@wyo.gov.