

QUALITYstarsNY: QUALITY CHILD CARE WORKSHEET

Name of Program: _____ Date of Visit: _____

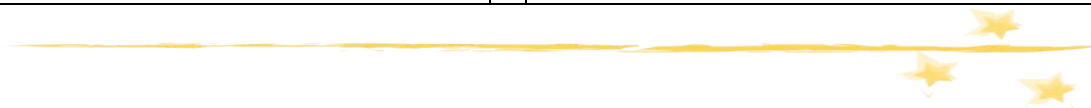
Questions to Ask about Quality:

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| <p>1. Is your program licensed or regulated by New York State?</p> <p>2. What is your mission or educational philosophy?</p> <p>3. What education, experience and ongoing training does your staff have in working with children?</p> <p>4. Will the same people be taking care of my child each day?</p> <p>5. How will my child spend his/her day? What is a typical day like?</p> | <p>6. How will I hear about my child's day and what my child is learning?</p> <p>7. Are there ways for me to volunteer or participate in the program? Are families encouraged to make suggestions about the program, activities and meals?</p> <p>8. How does the program help children and families transition into, within, and out of the program?</p> <p>9. How many children are in each classroom or home? What is the staff to child ratio?</p> <p>10. What is your plan in case of emergency?</p> |
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Things to Look for:

Place an X next to the things you see

Health and Safety	Daily Activities
<input type="checkbox"/> Equipment, toys and furniture are clean and in good condition	<input type="checkbox"/> Nutritious meals and snacks are served when provided
<input type="checkbox"/> Electrical outlets are covered	<input type="checkbox"/> There are planned activities as well as opportunities for children to choose their own activities
<input type="checkbox"/> Emergency route and emergency numbers are posted.	<input type="checkbox"/> TV or screen time is minimal
<input type="checkbox"/> The doors are locked and visitors are required to sign in	<input type="checkbox"/> Activities are varied and include both indoor and outdoor play
<input type="checkbox"/> Outdoor space has safe surfaces, secure boundaries, and has both sun and shade	<input type="checkbox"/> A daily schedule is posted using pictures and visuals so that children can expect what will happen next
Environment Basics	Teacher/Child Interactions
<input type="checkbox"/> The space is warm and inviting	<input type="checkbox"/> There is shared respect between teachers and children
<input type="checkbox"/> Children seem happy and busy with staff and other children	<input type="checkbox"/> Teachers are at children's eye level when talking with them
<input type="checkbox"/> Staff smile, listen to, talk with (not at) and enjoy interacting with children	<input type="checkbox"/> Teachers listen closely to each child and use responsive language
<input type="checkbox"/> There are plenty of developmentally-appropriate toys materials that are easily accessible by the children	<input type="checkbox"/> Children are asked open-ended questions and not just given directions
<input type="checkbox"/> Different cultures and traditions are seen and represented in materials around the learning environment	<input type="checkbox"/> The staff attend to children who are upset with compassion



Family Needs and Considerations:

Questions to ask and things to consider

Hours

What hours are you open? Are your hours flexible?
What dates are you closed for holidays or staff trainings?
What happens if I'm running late?

Location

Is the program near home or work?
How will I get my child to the program?

Considerations for children with special needs

What are the guidelines and procedures for involving children with special needs?
Are activities based upon a child's level of functioning and development?

Does the program have access to medical, behavioral and other specialists?
How will the child be introduced to the adults and other children?

Cost

What is the fee for child care?
When is the payment due and are there any late fees?
Are meals and snacks included in the fee?

Are there field trips or additional costs?
Is the fee charged when my child is not there?
Are subsidy payments accepted?

Additional consideration

Is there a spot available for my child?

Do I need to bring diapers, extra clothes or other supplies?

What is the program's policy on illness?

Does the program accept children who are not yet walking or toilet-trained?
What languages are spoken?

Helpful materials to request from the program/provider:

These can be very helpful when reviewing your options

- **Parent/Family handbook**
- **Program brochure**
- **Parent-family/provider agreement**
- **Contact information of a current parent(s) in the program**