

Quality Check List

The list of questions below was developed to assist families in their search for a quality Early Childhood Education / Child Care Facility. Please print a copy for your reference when interviewing facilities.

Name of facility: _____ Date: _____

1. Is your visit to the facility, _____ Scheduled _____ Unscheduled
If unscheduled were you, _____ Given a tour _____ Asked to schedule a tour for a later date _____
Date agreed upon for tour

2. Is there a security system? _____ Yes _____ No If yes, describe _____

3. Greeting? _____ Friendly, approachable _____ Abrupt, distant. Describe _____

Name and title of person you met with. _____

4. Upon entering the facility does it appear to be clean and free of unpleasant odors?
_____ Yes _____ No (*notes*) _____

5. How long has the facility been open? _____

When touring the facility take note of:

- Fire alarm system, including smoke detectors, sprinklers, and fire extinguishers. _____ Yes _____ No

- Emergency exit plans and emergency numbers posted in classrooms.
_____ Yes _____ No

- The facility provides _____ AM Snack _____ Lunch _____ PM Snack

- Meals are prepared on site by a Certified Food Manager.
_____ Yes _____ No

- Classrooms appear to be clean, organized, and free of unpleasant odors (within reason)? _____ Yes _____ No

- Staff to child ratio in your child's classroom is _____. This ratio _____ meets the State of Virginia regulations _____ exceeds the State of Virginia regulations.

- Children look happy, active, and engaged in the classroom environment.
 Yes No
- Staff greets children upon arrival / departure in a warm accepting manner.
 Yes No
- There is children work posted in the classrooms and throughout the school. Yes No
- A Daily Schedule posted in each classroom toured. Yes No
- Does the day allow a good balance of structured and free choice activities?
 Yes No
- Lesson plans are posted in the classroom. No Yes, if yes what curriculum is used? _____
- Furniture and play equipment appears to be clean, safe and good repair.
 Yes No

Staff

- Who will be your child(ren)'s teacher/caregiver? _____
- How long has this person been with the facility? _____
- Minimum requirements for staff that will be your child(ren)'s classroom teacher? _____

- Staff appears to be calm and patient with children. Yes No
- Staff appears to be warm and friendly with a good sense of humor.
 Yes No
- Staff is energetic, in good health and able to keep up with children.
 Yes No (notes) _____

- Staff speaks to the children in well toned, clear, concise sentences that are easily understood. Yes No
- Staff calls children by name, treating each child as an individual.
 Yes No
- The staff that will be your child's teacher is a person you will be able to trust with the overall development of your child. Yes No

- There are ____ staff members with CPR. There are ____ staff members with First Aid. There are ____ staff members who are Medication Administration Trained (MAT).

Policies

- Is there a waiting list? ____ No ____ Yes, date space is available _____
- The facility requires a deposit of \$ _____ a registration fee of \$ _____
- The facility's Tuition policy is: _____

- The facility's Illness policy is: _____

- The facility's Vacation policy is: _____

- The facility's Medication Policy is: _____

- The facility's policy for withdraw is: _____
