



Infant and Toddler Check List

General Questions

Questions	Yes	No	Notes
Is the program licensed through the state licensing agency?			
Does the program provide safe and reliable transportation? If so, are drivers licensed and insured? <ul style="list-style-type: none"> 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?			
Are ID's Checked when someone comes in to pick up a child that is not known?			

Health and Nutrition

Questions	Yes	No	Notes
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?			
Is child health checks completed daily?			
What is the policy for children who are ill?			

First Aid and Medication

Questions	Yes	No	Notes
Have caregivers been trained on CPR and First Aid and are those certifications current?			
Does the program have first aid kits?			
Are teachers trained in medication administrations and is medications kept out of the reach of children?			
Are rescue medications in a safe location and easily accessible?			



Infant and Toddler Check List

Safety

Questions	Yes	No	Notes
Is the indoor and outdoor environment clear of safety hazards?			
Are toys clean, safe, and within reach of children?			
Are mouth toys or other toys that are put in a child's mouth put up until they are properly sanitized.			
Are infants and toddlers within sight and sound at all times?			
Are outlets covered/protected?			
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

Questions	Yes	No	Notes
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?			
Are rescue medications in a safe location and easily accessible?			

Indoor Environment Questions

Questions	Yes	No	Notes
Is there enough room in the environment for children and caregivers to move around?			
Is the atmosphere pleasant and calm?			
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?			



Infant and Toddler Check List

Does the program use TV, computers, or other types of technology with the children? If so, how often are these materials used and for how long?			
---	--	--	--

Outdoor Environment Questions

Questions	Yes	No	Notes
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 and Child Interaction Questions

Questions	Yes	No	Notes
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

Questions	Yes	No	Notes
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?			



Infant and Toddler Check List

Parent Partnership Questions

Questions	Yes	No	Notes
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 Qualification Questions

Questions	Yes	No	Notes
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?			



Infant and Toddler Check List

Child Care Policies and Procedures

Questions	Yes	No	Notes
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 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 provide a written guidance and discipline policy?			
Does the program follow a certain teaching philosophy or use a curriculum?			

Infant and Toddler Questions

Questions	Yes	No	Notes
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 there a specific location where diapers are changed and is it clean?			
Is it a policy that caregivers always keep a hand on the child while diapering?			
Do caregivers clean and sanitize the surface after finishing the changing process?			
Are hands scrubbed with soap and warm running water for at least 20 seconds and then rinsed and dried and is the faucet turned off with a paper towel?			
Are their baby swings or other items that do not allow the child to move freely?			



Infant and Toddler Check List

How many children are cared for in the classroom?			
How many caregivers are in the classroom?			
What is the group size per staff member in the classroom?			
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

Questions	Yes	No	Notes
Are all infants put to sleep on their backs?			
Are children allowed to be in cribs with blankets and other loose items?			
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 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?			