

Dear Parent:

This checklist was developed to help you choose the right child care facility for you and your child. Take this checklist with you when you visit a child care facility. Place a mark in the "Yes" or "No" column for each item you observe. Compare the results of your checklist for each facility you visit to see which program has the greatest number of checks in the "Yes" column.

Name of Facility: _____

Address: _____

Phone: _____

Date Visited: _____

Person with whom you spoke: _____

THE CARE PROVIDERS

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do the children receive the individual attention, warmth and understanding that you would like for your child? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the children encouraged to make friends with other children? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the children happy as they play and talk to one another and the caregivers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do caregivers recognize when a child is sad, upset or excited? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is an effort made to listen to and answer children's questions in ways they understand? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is discipline handled in a positive manner? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do caregivers supervise the children at all times including during naptime? |
| <input type="checkbox"/> | <input type="checkbox"/> | If the child does not fall asleep during naptime is the child engaged in a quiet activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you sense that the caregiver feels good about being with children, and has a sense of humor and enthusiasm? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the caregiver have professional training in child care development? |

STAFF TO CHILD RATIOS

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do the ratios meet the following required standards? |
| | | Infants 1:5 or 2:11 |
| | | 1 yr olds 1:6 or 2:13 |
| | | 2 yr olds 1:8 |
| | | 3 yr olds 1:13 |
| | | 4 yr olds 1:15 |
| | | 5 yr olds 1:20 |
| | | School Age 1:20 |
| | | Small Group Home 1:5 (max. 10 for Compensation) |



ENVIRONMENT

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do the caregivers allow the children to engage in activities by themselves and with other children? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the space arranged so that children are able to freely select materials according to their own interests and abilities, and return them when they are finished? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you hear caregivers in the program giving praise and encouragement to children to enhance their self-confidence? |
| <input type="checkbox"/> | <input type="checkbox"/> | As you see children participating in the program, do they seem to be enjoying the activities? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the caregivers help the children learn through a variety of activities? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the program well supplied with equipment and supplies, such as books, games, blocks and other manipulative toys and creative art materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the activity areas neat, clean and attractively decorated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there spaces for active and quiet play? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are cultural activities planned? |

HEALTH AND SAFETY

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are sanitary arrangements made for diaper changing procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the area for program activities well lit, ventilated, and free from odors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the indoor and outdoor spaces for children safe and free of hazards? For example: Radiators covered, stairways protected, windows protected, electrical outlets covered with safety caps, outdoor space fenced and free from debris, broken glass, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are heavy pieces of furniture, such as storage shelves and bookcases, secure and stable so that they cannot tip over? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are emergency fire drill and evacuation procedures posted in a conspicuous place in each room? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are toys and equipment clean and in good repair? For example: Free from sharp edges, splinters, paint chips and loose parts. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are cleaning supplies locked? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a written emergency record kept for each child? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there background checks on all caregivers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are first aid supplies readily available and does at least one person have current first aid and CPR certification? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there written procedures to release your child to another person? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there written procedures to follow when a child becomes sick? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are sick children kept separate from the other children? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the meals and snacks: <ul style="list-style-type: none"> - Nutritious and attractive? - Inclusive of food items reflecting the children's age and cultural background? - Suitable to meet the needs of children on special diets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the area clean that is used for food preparation and eating? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the caregivers eat with the children? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can children reach the toilet and sink easily and safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the facility accessible and usable by individuals with disabilities? |

PARENTS

Yes No

- Does the caregiver adequately explain the program to you?
- Will the caregiver provide you with information on a regular basis about your child's activities and progress?
- Are you encouraged to visit, observe, and participate in the program at any time while your child is participating?
- Are schedules and lesson plans posted in each activity area?
- Will field trips be supervised and written permission obtained from parents before each trip?
- Are the following items posted inside a Licensed Center's entrance area?
 - Current License
 - Name of Director
 - Name of Director's designee
 - Fee schedule and refund policy
 - Menu
 - Notice of any communicable disease or infestation
 - Notice of availability and location of facility inspection reports
- Are the following items posted inside a Certified Small Group Home?
 - Certificate
 - Menu
 - Back-up provider
 - Emergency phone numbers



STATE OF ARIZONA

Department of Health Services
[Bureau of Child Care Licensing](http://www.azdhs.gov/licensing/childcare-facilities/index.php)

<http://www.azdhs.gov/licensing/childcare-facilities/index.php>

Locations:

Phoenix Office
 150 North 18th Avenue, Suite 400
 Phoenix, AZ 85007
 (602) 364-2539
 Toll Free (800) 615-8555
 Fax (602) 364-4768

Flagstaff Office (mail only)
 2532 North 4th Street, #352
 Flagstaff, AZ 86004
 (928) 774-2707
 Fax (928) 774-2830

Tucson Office
 400 W. Congress, Suite 100
 Tucson, AZ 85701
 (520) 628-6541
 Fax (520) 628-6537

Each office is responsible for a specific geographical area. Information regarding facilities (centers or group homes) within each area can be obtained from the office's Internet Website or by calling or visiting the respective office. To determine your regional office call toll free 1-800-615-8555.

A PARENT'S CHILD CARE CHECKLIST

