



Parent Child Care Evaluation Form

Daycare: _____ Date Visited: _____
 Contact: _____ Phone: _____



Legend: VG - Very Good, G - Good, A - Average, P - Poor, VP - Very Poor

FIRST IMPRESSIONS	VG	G	A	P	VP
Is the facility warm, bright, clean, spacious, inviting, organized?					
Staff welcoming, calm, positive, enthusiastic?					
Do caregivers approach parents quickly and cordially?					
Do caregivers respond quickly to child's needs or cries?					
Do caregivers treat children with warmth and affection?					
Do caregivers use a child's name when addressing him/her?					
Do the children appear happy, busy, active, and healthy?					
Do the caregivers comfort and hold the children when they seem upset or troubled?					
Do caregivers allow the children to express their feelings, and help them to work through these feelings instead of dismissing them?					
Do caregivers encourage the children to try to figure things out before offering assistance?					
Are the caregivers courteous and respectful with each other?					
Do the staff and the management appear to get along well, working as a team?					
What methods of discipline do you observe?					
STAFF QUALIFICATIONS	VG	G	A	P	VP
What are the Director's qualifications?					
Does the Director's education meet or exceed local requirements?					
What are the training requirements for staff members?					
Do all staff members have training in:					
E.C.E.? (What levels?) First Aid? Illness and injury prevention?					
Infant/Child CPR? Nutrition? Child abuse?					
How long have the staff worked at the center? What is the center's staff turnover like?					
Do child/staff ratios comply with licensing regulations?					
Do group sizes meet licensing regulations?					
Are volunteers screened with a police clearance and complete background check?					
What were the results of criminal background checks of each staff member? Updated often?					
Are staff members responsible for other duties including cleaning, cooking? If yes, when?					
Do the director and caregivers regularly attend training or on-going education?					
What types of incentives are offered to keep teachers at the facility long term?					
Is the management working towards getting the center accredited?					

LICENSING	VG	G	A	P	VP
The facility's license is clearly visible?					
(Inspect the status of the license. Is it a provisional license – meaning there are some areas of the facility that need to be brought into compliance with the licensing regulations?) If so, ask what the non-compliance is and how it is being corrected?					
Ask to see the center's inspection reports.					
Check the date on the reports. View inspection reports for the last three years.					
Look for indications of the "type of visit" or the reason for visit. Look for an inspector's remarks.					
Question anything you don't understand or anything that makes you uncomfortable.					
If the same problems are noted on a number of inspection reports, ask the director why this is not being corrected.					
If you learned from the licensing office that a visit(s) was conducted on the basis of a complaint, ask the Director about it.					
If an action plan developed to correct problem areas, ask the Director to tell you about it.					
ADMINISTRATION	VG	G	A	P	VP
What is the center's mission statement and philosophy?					
What forms are used for enrollment?					
Does each child have his/her own file?					
Are these files easily accessible in the event of an emergency?					
Are medical records kept for each child, including immunization reports?					
What are the facilities policies for administering medication?					
How are medications stored, labeled and administered?					
Is their first aid kit is well stocked? Ask to see it.					
What is their exclusion of ill child/health policy?					
Does the center have a written policy for:					
Administering medication?					
Notices for withdrawal of a child?					
Parent responsibilities?					
Parent/Caregiver conferences?					
Discipline/Behavior management?					
Illness-accident procedures?					
Keeping of accurate records?					
Fees and rate increases?					
Releasing a child from care?					
Are there additional fees for:					
Enrollment? Field trips? Picking up a child late?					
Absent, vacation or extended leave days?					
Does the center have liability insurance coverage?					
Does this include transportation of the children to and from the centre?					
Is a vehicle inspection report available for parents to see?					
Does the center use a Transportation Log?					
Is children's arrival & departure times recorded each day? How so?					
How are the needs of different ethnic groups addressed and respected?					
Is there a pediatrician consultant for the center?					

What is center's policy for notifying parents if the children are exposed to a communicable disease?					
What are the center's strengths as opposed to other centers?					
Will the center Director give you a list of three present and past parents who you can contact for a reference?					
FACILITIES					
INDOORS	VG	G	A	P	VP
Look around. Is there is enough space for children to play without interfering with the play of other children? To play alone?					
Does the center have an indoor play space/gym for children on rainy/snow days?					
Is there a sufficient supply of toys and learning materials for the number of children in each room?					
Are toys, materials, and equipment sanitized and well maintained? How often?					
Are emergency plans and numbers are clearly posted in every room?					
Are emergency exits completely clear and free of clutter?					
Covered with non-skid materials that will prevent slipping?					
Are there handrails and if so are they secured tightly?					
Does the center have a "sick room" for children with minor illnesses?					
How does the center monitor children in the sick room?					
Does each child have his/her own cot and bed linen?					
Does the air in the facility seem fresh and well ventilated?					
OUTDOORS	VG	G	A	P	VP
Is the play area safe and free from hazardous materials such as trash, glass, bottles, cans, auto parts, lawnmower parts, hazardous chemicals, pesticides, and other outdoor equipment or products?					
Is the ground space safe (wood chips clean, pavement, grass, turf?)					
Is there adequate space and equipment for the ages of all the children in care?					
Is the fence is in good repair? (Look for splintering wood, protruding nails, secure and properly functioning locks that are too high for a child to reach.)					
Is there a variety of surfaces for children to play on - sand, grass, hard surface for bikes?					
Is there is a place for quiet play such as a picnic table, lawn chair area?					
Is the outdoor play area used at different times according to the child's age or is used by all age groups at one time?					
Is the area under the playground equipment well maintained with soft material (sand, wood chips, etc.) to cushion falls?					
Is outdoor play supervised?					
How many caregivers are present in relation to the number of children? Does this meet licensing standards?					
Are the caregivers tending to the children or are they gathered together talking amongst each other?					
Is there a shaded area to protect the children from sunburn?					
Grounds are free of mosquito breeding sources?					

DAILY ACTIVITIES	VG	G	A	P	VP
What types of activities are the children involved in throughout the day?					
Does the center have a written plan for play and learning activities?					
Is a daily activity sheet posted?					
Do daily activities include:					
Active times? Quiet times? Outdoor play?					
Arts and crafts? Science/nature? Supervised rest periods?					
Physical exercise? Music? Dress up/drama?					
Sand/water play? Child initiated activities? Field trips?					
Are infants allowed to follow their own schedules for eating, sleeping, etc.?					
Does the center follow routines for feedings, changing diapers, toileting, naps, etc. or do they let the infant's own schedule dictate their day?					
Do the caregivers spend time holding, playing with, talking to the babies?					
Are children who do not need naps allowed to play quietly?					
Are the children involved in setting up activities and/or cleaning up afterwards?					
Does the facility post a weekly activity chart?					
Does play equipment include:					
Blocks ? Books? Puzzles?					
Dolls? Games? Housekeeping center?					
Climbing apparatus? Construction toys? Art & craft supplies?					
Tricycles? Wagons? Dress-up clothes?					
Swings? Water & sand area? Science materials?					
Music apparatus? Open area for movement indoors?					
Are toys and materials appropriate for your child's age?					
Are the toys easily accessible on shelves?					
Are toys clean and neatly stored?					
Are play activities stimulating and take the age of the child into account?					
Is there is a quiet area for reading, building puzzles, stringing beads etc.?					
Are the children encouraged to do some things by themselves that are appropriate for their age such as:					
Get a drink of water? Feed themselves? Hang up clothing?					
Putting away toys? Dress themselves?					
Put away boots, mitts etc.? Zipping zippers and buttoning buttons?					
Do the children play outdoors daily?					
What is the center's policy for allowing children to play outside on really cold days? Or inclement weather?					
Do the children go on field trips?					
If so, how often and what are the parent's responsibilities for field trips?					
What is the center's philosophy on toilet training? Does it coincide with your philosophy?					

HEALTH					
FOOD & NUTRITION	VG	G	A	P	VP
Does each meal include at least one serving from each of the food groups listed in the Federal Food Guide?					
Is a weekly menu posted?					
Do meals always conform to menu posted?					
If a child does not like a food on the menu, will the centre make another food available or are parents responsible for bringing in the food for that meal?					
Are special arrangements made for children with special diets or allergies?					
How often are new foods introduced?					
Is mealtime pleasant & relaxed?					
What does the centre consider a child size portion?					
What is the centre's policy for a child who does not eat during a meal?					
Do caregivers sit with the children during meals?					
Is the eating area clean and attractive?					
Does the centre have separate cooking staff or do the caregivers themselves prepare the meals?					
If the caregivers prepare the meals, how does the centre maintain their child/staff rations while caregivers are in the kitchen?					
Are children allowed to help in the kitchen?					
What types of snacks are provided? Are they posted on the menu?					
What is the centre's policy on breastfeeding and storing breast milk?					
Do infants receive individualized feedings or are all babies fed at the same time?					
Are young infants held during feedings?					
Are bottles properly labeled and stored?					
How does the center sanitize bottles?					
Drinking water is freely available for the children?					
HYGIENE	VG	G	A	P	VP
Are washrooms clean and easy to use?					
Is there an ample supply of liquid soap and paper towels, at every sink?					
Are hand washing posters displayed in the washroom to encourage children to wash their hands properly?					
Are the children taught good hand washing techniques?					
Is the diapering area separate and away from the food prep area?					
Is there a sink with soap and towels close to diaper change area?					
Is the diaper change area sanitized after each diaper change?					
Do caregivers wash their hands after each diaper change, going to the washroom, and before they prepare food?					
Are diapers disposed of safely?					
Is the container sanitized daily?					
Are diaper changing routines posted in diapering area?					
How often are potty chairs sanitized?					
How do the caregivers attend to a child who is toilet training?					
Does the center have a dental health program?					
Does each child have his/her own storage space? Cubby?					

Cot, crib?	For personal items like tooth brushes, etc.?					
How often is the bedding cleaned?						
Kitchen dishwashing machine appears clean?						
Is there any evidence in the kitchen and other areas of rodents? Insects? Animals?						
Are food containers properly labeled?						
Is food stored in airtight containers?						
Do food preparation surfaces appear clean? How often are they sanitized?						
Are garbage receptacles covered and rodent/insect proof?						
Are the center's walls, ceilings, doors, etc., clean and in good condition?						
Is the laundry facility in a separate area?						
Are clean and soiled clothes and linens properly separated?						
Are garbage containers fitted with lid and secured by childproof latches?						
SAFETY		VG	G	A	P	VP
How does the daycare handle emergencies?						
Does the facility have:						
Working fire extinguishers?	Posted emergency numbers?					
Working smoke detectors?	Covers on all outlets?					
Emergency evacuation plans in each room?						
Do all providers and staff know how and when to use fire extinguishers?						
How often are fire or emergency drills conducted?						
Where do the children go during fire drills?						
Do parents have access to these fire drill reports?						
What is the centre's safety plan to follow in emergencies and natural disasters? Do they have an emergency preparedness plan? Do they provide parents with copies of it?						
Is a first aid kit accessible and fully stocked?						
Does the staff know where it is?						
What security measures are in place with regards to dropping off and picking up of the children?						
How often are toys and equipment checked for broken, lose parts or needed repairs?						
Are there appropriate safety straps on high chairs, change tables etc? Are they in good repair?						
Are the floors skid-proof?						
Are poisonous and hazardous cleaning materials and supplies safely locked up?						
Are dangerous supplies clearly labeled and stored?						
Are dangerous knives, scissors, pens, pencils, etc., out of reach of little hands?						
Is the kitchen area safe with no electrical appliances or hazardous objects such as plastic bags or knives within a child's reach?						
Is the vehicle used for transportation of children equipped with seatbelts and their use enforced?						
Is there a safe place for the children to get in and out of the car, so they do not have to cross a street to get to the center?						
Is there extra staff in the vehicle when children are being transported?						
Does the vehicle have door that the children cannot unlock?						
What is the center's policy for inspecting the vehicle to ensure no child is left inside?						

How often does the vehicle receive general maintenance and inspection for safety?					
Does the center use space heaters? If yes, how are the children protected from them?					
Is smoking permitted on the premises?					
BEHAVIOR MANAGEMENT	VG	G	A	P	VP
What is the center's approach to discipline/behavior management?					
Is this acceptable to you?					
Is the center's behavioral management policy posted?					
Is time-out or isolation used as guidance techniques?					
How often and for how long?					
Does the center make use of a discipline report and follow up with a discussion with the parents?					
Does the center have a "biting policy"?					
PARENT INVOLVEMENT	VG	G	A	P	VP
Are unannounced visits encouraged?					
Exceptions?					
Can parents visit and observe the center before registering their child?					
Is an adjustment period encouraged?					
How does the center help the family adjust to care?					
Whom do I contact regarding concerns and questions?					
Is staff/parent communication part of the drop off and pick up schedules?					
Is the staff willing to make appointments with parents to discuss a child's progress or problems with director and parent?					
Does the center hold regular child development/progress conferences with the parents?					
Are parents encouraged to take an active part in the center? How?					
Is there an area for parent notices, notes, etc.?					
How does the center communicate with parents about accidents, illnesses and your child's progress?					
OVERALL IMPRESSION	VG	G	A	P	VP
Do you feel comfortable at the center?					
If you took your child with you, does your child seem comfortable and happy?					
Do you feel comfortable with the staff and management?					
Do you get the impression you can talk with them easily about your child?					
Is the center's philosophy on child management okay with you?					
From what you've seen, are you comfortable with the actions and behavior of the other children?					
With the actions of the caregivers and management?					
Would you be happy in this facility if you were a child?					
Will you feel comfortable when you leave your child at the center?					
Will the center's program be as acceptable to you when your child moves from the toddler room to the pre-school room or from the infant room to the toddler room?					



Notes: