

What is Child Care?

The law defines child care as...

- ✓ Three or more unrelated children under 13 years of age
- ✓ Receiving care from a non-relative
- ✓ On a regular basis, of at least once a week
- ✓ For more than four hours per day but less than 24 hours

When all these conditions exist, a license is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development (DCD). The purpose of regulation is to protect the well being of children while they are away from their parents.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Types of Care

Programs That Are Regulated By The Division of Child Development

If your provider is caring for more than two children who aren't related and they provide care for more than four hours a day, they probably should be licensed. In general, there are two types of programs regulated by the state, family child care homes and child care centers.

- Family child care home
A smaller program offered in the provider's residence where three to five preschool children are in care. They may also provide care for three school age children
- Child care center
A larger program providing care for three or more children, but not in a residential setting. The number of children in care is based upon the size of individual classrooms and having sufficient staff, equipment and materials.

Programs That Are Exempt From Regulation

Listed below are those instances where a program does not have to be regulated by the Division:

- Recreational programs operated for less than four consecutive months in a year (e.g. summer camps)
- Specialized activities or instruction such as athletics, dance, art, music lessons, horseback riding, gymnastics, or organized clubs for children, such as Boy Scouts, Girl Scouts, 4-H groups, or boys and girls clubs
- [Drop-in or short-term care](#) provided while parents participate in activities that are not employment related, and where the parents are on the premises or otherwise easily accessible, such as drop-in or short-term care provided in health spas, bowling alleys, shopping malls, resort hotels, or churches
- Public schools
- Nonpublic schools that are accredited by the Southern Association of Colleges and Schools and that operate a child care facility for less than six and one-half hours per day
- Vacation Bible schools
- Centers and homes located on federal property over which the federal government has control (military based and the Cherokee Indian reservation)
- Cooperative arrangements among parents to provide care for their own children as a convenience rather than for employment
- Any child care program or arrangement consisting of two or more separate components, each of which operates for four hours or less per day with different children attending each component

Quality Indicators

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Low teacher and child ratios and small group sizes are important to the quality of care. Ratios and group sizes for minimum licensure are shown below.

Minimum Requirements		
Age of Children	State Minimum requirements	Maximum Group size permitted
	Ratio: Staff/Children	
to 12 months	1/5	10
12 to 24 months	1/6	12
2 to 3 years	1/10	20
3 to 4 years	1/15	25
4 to 5 years	1/20	25
School Age	1/25	25

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Health and Safety Standards

All licensed child care program, including homes, are visited at least once per year by DCDEE staff to make sure the program is in compliance with all child care regulations, including health and safety standards. DCDEE staff monitors health and safety standards such as whether or not the facility is hygienic, the toys and play equipment are in good repair, and that hazards such as cleaning solutions are out of reach of the children. DCDEE also has consultants who investigate complaints related to child care requirements. These are some of the health and safety issues that indicate high quality child care.

- Clean, smoke free, well lit environment without items that might be harmful to children
- Clean and safe toys for the children to use
- Emergency Plans in place
- Frequent hand washing, before meals, after bathroom and diapering
- First Aid equipment available
- Nutritious meals served
- Rules for giving and storing medications are followed
- Drinking water free and available often
- Infants placed on their backs to sleep to reduce the risk of SIDS
- Written permission required for providers to transport children
- Outdoors: Fenced in play area, shade and staff can see entire area. Weather permitting; children should play outside every day.

Positive Teacher/Child Interaction

- Teachers consistently treat all children in a warm, caring manner
- Guidance techniques such as positive reinforcement and redirection are used
- Discipline is age appropriate and never physical, verbal or mentally abusive.

Discipline- Corporal Punishment (spanking, slapping, or other physical discipline) is prohibited in all licensed child care programs. Religious-sponsored programs that notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

Staff Education

The law requires that, at a minimum, a lead teacher be 18 years old and has either experience or receives in-service training. Once hired, the lead teacher must take community college coursework during the next two years to receive a North Carolina Early Childhood Credential. (There are additional options that are equal to the Credential). To earn higher points in the education component of the rated license child care staff must complete more formal education and have experience working with preschool children. The number of points a center can earn for staff education is based on:

- The education and experience levels of the administrator
- The number of lead teachers with child care credentials
- The number of lead teachers with more early childhood education and experience
- The number of teachers with formal education and/or experience

Child care providers with more early childhood education and experience can provide a child with more enriching child care experience and are more sensitive in the relationships they establish with children.

Staff Turnover

Consistency and minimal turnover in caregivers are critical elements of high quality child care. It is important for the emotional health of children and helps them develop security, confidence and an overall sense of well-being.

Family Involvement

Stay involved with what's going on at your child's program/provider. Drop in to visit when possible, ask the provider how your child is doing each day and week, and help with field trips when possible. You are legally able to visit at any time when you have a child enrolled in child care. Check on the Division of Child Development website regularly to see if the program has had any complaints and is keeping up with the state's rules and regulations.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.

- Parents have the right to know how their child will be disciplined.
- A Quality Care Checklist is provided in this packet for you take with you while visiting any programs you might be interested in.

Accreditation

There are several national accrediting organizations for child care programs. Getting accredited is voluntary and usually involves an intensive self assessment as well as outside observation. For Child Care Centers the accreditation process does not impact on their star rated license. For Family Child Care Homes, accreditation can contribute to earning more points in the program standards piece of the star rated license.

Developmentally Appropriate Activities

Age appropriate materials and toys

Activities that focus on both fine and large motor skills

Books of all varieties for children to use and read daily

Children allowed to make choices

TV viewing limited or excluded from program activities. the program.

North Carolina Star Rated License Overview

If you are a parent looking for child care, the North Carolina Star Rated License system can help. In September 2000, the Division of Child Development issued star rated licenses to all eligible child care centers and family child care homes. (Note: Religious-sponsored child care programs will continue to operate with a Notice of Compliance and will not receive a star rating unless they choose to apply.)

The Revised Star Rated License—What You Need To Know

In 1999, the Division of Child Development (DCD) began issuing star rated licenses to all eligible child care centers and family child care homes. Facilities can receive one to five stars. A rating of one star means that a child care program meets North Carolina's minimum licensing standards for child care. Programs that choose to voluntarily meet higher standards can apply for a two to five star license. The star rating was initially comprised of a facility's scores in three quality components:

- Staff Education
- Program Standards
- Compliance History

Then, in 2005, the way facilities are evaluated was changed in order to give parents better information about a program's quality. The new rules make a 75% "compliance history" a minimum standard for any licensed facility. Because it is now a minimum requirement, all programs earn their star rating based only on the two components that give parents the best indication of quality:

- Staff education
- Program Standards

In addition, programs having a two component license can earn a "quality point" for enhanced standards in staff education and program standards.

Why a Star Rated License?

North Carolina's earliest licensing system didn't offer enough information to parents about the quality of care their program was providing so North Carolina moved to the star rated license system. For example, under the previous system, a center that received an A license was meeting only minimum requirements but parents may have thought this was the highest rating. To minimize confusion and to maximize understanding, a five star licensing system was developed because this type of rating system is typical for many products and services.

An additional benefit of the star rated license system is that it recognized providers for the higher quality care that they provide. Lastly, the star rated license acts as a roadmap for providers to follow as they strive to improve the quality of their care.

How are the Stars Determined?

The two components of the star rated license have a range of one to seven points. Listed below is the breakdown for the number of stars received based on the total points earned?

Number of Stars Received	Total Points Earned on a Two Component License
	1 - 3 Points
	4 - 6 Points
	7 - 9 Points
	10 - 12 Points
	13 - 15 Points

Three Star Example

A program scores 4 points in program standards and 4 points in education standards, and 1 quality point. The total is $4 + 4 + 1 = 9$ points. The program would get a three-star rating under the two component system.

Three Star Example	
Program Standards	4 Points
Education Standards	4 Points
Quality Point	1 Points
Total Score	9 Points
Star Score	

What are "Program Standards"?

Program standard points are based on an evaluation of the daily environment at your child's program. This includes:

- **The Program Environment**
 - Sufficient space for activities
 - Variety of play materials
 - Clean and comfortable play area

The Number of Staff per Child

The Interactions Between

- Adults and children
- Children with other children
- Children with activities and materials

Programs applying for the highest level in this component may choose to have an environment rating scale completed.

What is An Environment Rating Scale?

Environment rating scales are nationally recognized tools used to measure the quality of care offered by programs. These quality assessment scales were developed through the Frank Porter Graham Child Development Institute at the University of North Carolina at Chapel Hill. Trained evaluators visit programs to observe the children and their environment. Evaluators score programs on how well, or how often, certain things occur. For example, evaluators will:

- Determine if good health practices, such as hand washing, are followed when children are diapered or fed
- Watch how the caregivers interact with the children and whether they respond to the children's needs
- Observe activities to see whether the children have opportunities to play and learn according to their levels of development
- Evaluate the safety of the classroom area

For more information on the rating scales, access the [North Carolina Rated License Assessment Project web site](#).

What are "Education Standards"?

Studies have shown that the more education and experience a child care center administrator has, the greater the impact on the center because of improved management, lower staff turnover, and better classroom practices. Caregivers with more early childhood education and experience interact better with children and create more enriching classroom experiences. Studies have shown that children whose caregivers had higher qualifications did better both academically and behaviorally at least into early elementary school.

The law requires that, at a minimum, a lead teacher be 18 years old and has either experience or receive in-service training. Once hired, the lead teacher must take community college

coursework during the next two years to receive a North Carolina Early Childhood Credential. (There are additional options that are equal to the Credential). To earn higher points in the education component of the rated license child care staff must complete more formal education and have experience working with preschool children. The number of points a center can earn for staff education is based on:

- The education and experience levels of the administrator
- The number of lead teachers with child care credentials
- The number of lead teachers with more early childhood education and experience
- The number of teachers with formal education and/or experience

The rated license education standards for family child care home providers and school-age staff are slightly different. However, it is still based on the same notion of the importance of both formal education and experience working with young children.

Choosing Quality Child Care - The Right Decision

Here are some questions you can ask to get a sense of the quality of child care provided in a particular program

Staff Education

- What kind of education does your staff have?
- In what kind of ongoing education does your staff participate?

Program Standards

- How do you handle nap time?
- What is a typical day like at your program?
- What kind of flexibility do you have to accommodate a baby's natural schedule regarding eating habits and diapering needs?
- How do you handle toilet training?
- How do you discipline children?
- How many other children will be with my child?
- What Types of play or learning activities do you have for children in my child's age group?
- What is your policy for caring for children's medical needs?
- Do you administer medication to sick infants and toddlers?
- How will you communicate with me about my child's day?

Choosing quality child care can be a time-consuming and complex task. Nothing is better than seeing a program first-hand!

Paying for Child Care-Types of Financial Assistance

Overview

How Does Child Care Financial Assistance in North Carolina Work?

North Carolina's Division of Child Development uses a combination of state and federal funds to provide subsidized child care services to eligible families through a locally administered state-supervised voucher system. Annually each county receives a combination of state and federal funding from the Division of Child Development for subsidized child care services. The amount of funding allocated to each county is determined by legislation.

If the county [department of social services](#) or other local purchasing agency does not have enough funding to serve all families who apply for subsidized child care, the agency may establish priorities for services. For example, an agency may choose to give priority to working parent(s) or families who need child care to support child protective services.

If a family meets the eligibility criteria, the state of North Carolina pays a portion of the cost of child care. Parents are free to choose a child care arrangement that best fits their needs as long as the provider chosen participates in the Subsidized Child Care Program.

The amount the state pays for child care depends on:

- [The family's situational criteria](#)
- The family's income
- The cost of the child care provided

Five Steps to Choosing Safe and Healthy Child Care

- 1. Look.** Visit the child care programs you are considering. Are children watched at all times, including when they are sleeping? Do adults and children wash their hands (after using the bathroom, changing diapers, eating, etc.?) Is the play space organized and are materials easy-to-use? Are materials available at all times? Is the outdoor area a safe place for children to play? Are positive behavior guidance techniques used?
- 2. Check.** Are medicines labeled and out of children's reach? Are cleaning supplies and other poisonous materials locked up, out of children's reach? Is there a plan to follow if a child is injured, sick or lost? Are first aid kits readily available? Are nutritious foods and beverages served to children?
- 3. Count.** Count the number of adults and the number of children they supervise. In family child care homes and centers, children should be in groups of no more than
 - One caregiver per three or four infants?
 - One caregiver per three or four young toddlers
 - One caregiver per four to six older toddlers?
 - One caregiver per six to nine preschoolers?
- 4. Ask.** Have the adults been trained to care for children? Is there always someone present who has current CPR and first-aid training? Are the adults continuing to receive training on caring for children? Have satisfactory criminal history background checks been performed? Has the program been inspected by the licensing agency within the last 12 months? Will you be given a copy of the program's policies?
- 5. Be informed.** For more information on choosing a safe and healthy child care setting, contact your local Child Care Resource and Referral agency. To find your local agency, contact Child Care Aware[®] at:

1-800-424-2246

ChildCareAware.org

*The above article is compliments of Child Care Aware, a non-profit agency.
Check them out on the web at: <http://www.naccrra.net/childcareaware/index.htm>*

Disclaimer Statement

Surry County Child Care Resource and Referral will make referrals, not recommendations, to licensed child care center, licensed family child care homes, summer camps, preschool programs, and church sponsored facilities with specification requested by parents.

Referrals will be made without regard to race, color, sex, age, disability, religion, or national origin of consumer or provider.

We do not license, endorse, or recommend any provider, nor can we assure that any provider offers quality child care or any additional services required by customers. Customers are sent an information packet and checklist to help evaluate services, encouraged to visit and interview prospective providers, and urged to check references. It is the customer's responsibility to select and investigate the provider as to their appropriateness and/or ability to provide child care to meet the family's needs.

Complaint Policy

Surry County Child Care Resource and Referral is committed to educating parents, providers, and the community on child care issues and advocating for improved quality and availability of child care in Surry County. Anyone with a concern about a child care home or center is encouraged to call us at 336-786-1880. Our staff will make every effort to help the caller clarify his or her problem or concern and suggest further action if necessary.

Surry County Child Care Resource and Referral is not a regulatory agency and the staff has no authority over the child care providers in this area. Staff members make no decisions about the truth of the allegations made in the complaint and do not investigate complaints. However, each incoming complaint will be handled according to the Surry County Child Care Resource and Referral complaint procedure. This procedure will be followed without regard to ethnicity, religion, sex, age, national origin, disability or political affiliation.

Surry County Child Care Resource and Referral staff will interview the caller in order to determine if the concern is a personal issue, possible child abuse or neglect or licensing violations. Staff will ask if the caller has discussed these concerns with the director/owner of the child care facility. If not, staff will encourage the caller to do so. If the director/owner does not satisfactorily answer the caller's questions or correct possible concerns, the staff will provide information on the appropriate course of action.

Possible Child Abuse

Surry County Child Care Resource and Referral staff will help the caller to report the problem to the Department of Social Services (336-401-8800) and/or the Division of Child Development (800-859-0829). Surry County Child Care Resource and Referral staff will make every effort to encourage the caller to report the problem. Surry County Child Care Resource and Referral is required by North Carolina law to contact the appropriate agencies.

Possible Licensing Violations

If a caller reports a concern that a child care home or center has violated state child care regulations, Surry County Child Care Resource and Referral staff will provide information about licensing requirements and if applicable encourage the caller to report the problem to the Division of Child Development (800-859-0829) and/or the Department of Social Services (401-8800). SCCCR&R may lodge licensing violation complaints.

Personal Complaints

Surry County Child Care Resource and Referral will encourage a caller with concerns involving child rearing philosophy, differences in child care style, disagreement in business matters, etc. to speak directly to the provider in order to resolve these issues. If anyone has a complaint about the referral call or process, they may speak with the Executive Director at 336-786-1880.

Fee and Confidentiality Statement

Surry County Child Care Resource and Referral is funded through the North Carolina Partnership for Children to provide you with child care referrals for free. Child care referrals and information are provided at no cost to customers.

The information requested Surry County Child Care Resource and Referral in order to assist customers searching for child care is used only for the purpose of providing child care referrals and collecting statistical information concerning child care needs to better serve the community. All personal or identifying information will remain confidential and will not be released to anyone outside of Surry County Child Care Resource and Referral without written consent.

**Some of the information on this form has been obtained from the DCD web site:
www.ncchildcare.net**

CENTER CHECKLIST

Name of Center:	
Address:	
Type of License:	
Cost of Care:	
Infants:	
Toddlers:	
Preschool:	
School Age:	

Four Series of Checklist Questions Are Provided on the Following Pages:

1. Tour the Center: The Inside
2. Tour the Center: The Outside
3. Interaction Between Staff/Children/Parents
4. Operational Policy
5. Additional Questions to Ask

Tour the Center: The Inside

Question		
Required by the State		
Is the license displayed in a visible location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are separate spaces available for the different age groups?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the quantity of toys and materials sufficient for the number of children in the classroom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the toys and materials developmentally appropriate for the different age groups?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the classroom arranged in a way that toys and materials are accessible to children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the furnishings in the classrooms child sized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there obvious hazards such as dangerous substances, electrical cords, uncovered electrical outlets, cleaning materials, or medications accessible to the children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are fire extinguishers on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are fire escape plans/emergency evacuation plans posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the sinks and bathroom stocked with appropriate supplies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Is your initial reaction upon entering the child care center a positive one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there space for active play and other space available where quiet play may take place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Tour the Center: The Outside

Question		
Required by the State		
Do the children have an opportunity to play outside each day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the outside area free of litter and obvious hazards such as broken glass?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there a variety of outside equipment/toys available and appropriate for various ages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the outdoor play equipment sturdy and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are children being supervised by the child care provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there shade available outside where the children play?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do children two years and younger play separately from the older children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Are the child care providers interacting with the children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the center encourage use of the outside area for learning activities as well as free play?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Interaction Between Staff /Children/Parents

Question		
Is the schedule of daily activities posted and current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does there seem to be enough caregivers for the number of children in the room? (You may need to ask about staff/child ratios)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the activities observed appropriate for the ages of the children involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the child care providers follow handwashing procedures after diapering/toileting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Are children allowed to make choices throughout the day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the children seem occupied and engaged by their activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the child care providers handling conflict among the children in a positive manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the child care providers seem patient and receptive to the needs of children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a daily method of communication between the child care providers and parents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you were a child, would you want to spend your day at this center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Operational/Policy

Question		
Required by the State		
Does the center encourage parents to drop in and visit at any time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the facility serve nutritious meals/snacks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was there a current weekly menu posted in a visible location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Are parents encouraged to participate and be involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the facility enroll children with special needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there child care providers with additional training for special needs children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the center participate in the subsidized child care program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the hours of operation and holiday schedule accommodate your work schedule?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the facility charge when a child is out sick or on vacation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a late pick-up fee charge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the cost of care include meals and snacks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the facility offer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do ALL staff have current CPR and First Aid certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Questions To Ask:

Question
Not Required By the State
How much TV are the children allowed to watch?
How are children disciplined? Are you comfortable with the discipline methods?
How are nap times handled?
What kind of security measures are in place to assure the safety of the children?
What is the center's policy for sick child care?
What is the center's policy for administering medications?
Are there any additional activities (e.g. music, dance) available and are costs included in the weekly fee?
What are the program's staff to child ratios?
Do any employees on staff have degrees in Child Development/Education?

FAMILY CHILD CARE HOME CHECKLIST

Name of Family Child Care Home:	
Address:	
Type of License:	
Cost of Care:	
Infants:	
Toddlers:	
Preschool:	
School Age:	

Four Series of Checklist Questions Are Provided on the Following Pages:

1. Tour the Home: The Inside
2. Tour the Home: The Outside
3. Interaction Between Staff/Children/Parents
4. Operational Policy
5. Additional Questions to Ask

Tour the Home: The Inside

Question		
Required by the State		
Is there an emergency procedures plan posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a fire extinguisher and working smoke detector on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the license displayed in a visible location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there obvious hazards such as dangerous substances, electrical cords, cleaning materials, or medications accessible to the children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the toys and materials developmentally appropriate for the different age groups?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the provider has pets are the pets current on their vaccinations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the furnishings in the area used for child care in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Is your initial reaction upon entering the child care home positive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there space for active play and other space available where quiet play may take place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the provider smoke ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the toys and materials accessible to children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Tour the Home: The Outside

Question		
Required by the State		
Is the outside area free of litter and obvious hazards such as broken glass?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the outdoor play equipment sturdy and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the children have an opportunity to play outside each day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are children being supervised by the child care provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Is there shade available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the outside area fenced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the child care provider interacting with the children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there a variety of outside equipment/toys available and appropriate for various ages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Interaction Between Staff /Children/Parents

Question		
Required by the State		
Is there a schedule posted and current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child care provider follow handwashing procedures after diapering/toileting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Is there a daily method of communication between the child care provider and parents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the schedule indicate a daily routine that is flexible enough to meet the individual needs of the children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child care provider seem patient and receptive to the needs of children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child care provider handle conflict among the children in a positive manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the children seem occupied and engaged by their activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the activities observed appropriate for the ages of the children involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are children allowed to make choices throughout the day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Operational/Policy

Question		
Required by the State		
Does the child care provider have current CPR and First Aid certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child care provider allow parents to drop in and visit at any time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are nutritious meals/snacks provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOT Required by the State		
Will I be charged when my child is out sick or on vacation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was there a current weekly menu available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is transportation offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a late pick-up fee charge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the home participate in the subsidized child care program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the cost of care include meals and snacks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child care provider have a substitute in case of illness or vacation and does this substitute meet state requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child care provider enroll children with special needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the hours of operation and holiday schedule accommodate your work schedule?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are parents encouraged to participate and be involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Questions To Ask:

Question
Not Required By the State
Does the home participate in the subsidized child care program?
How much TV are the children allowed to watch?
How do you discipline the children?
How are nap times handled?
What kind of security measures are in place to assure the safety of the children?
What is the policy for sick child care?
Does the provider have pets? If yes, are the pets allowed in the area with the children?
What other family members will be present during child care hours?
What type of heating and air conditioning does the home have?
Does the provider have training in Child Development/Education?