

TODDLER CARE WORKSHEET

PART 1 - BASIC PROVIDER INFORMATION

(Portions of this section can be completed during the initial telephone contact.)

Facility name _____

Provider's/director's name _____ Telephone _____

Address _____

Type of care: Family day care Center care

Days and hours that service is provided _____ Summer program? _____

Cost _____

Number of infants/children currently in the provider's care _____

Number of adults caring for children _____

ADULTS GIVING CARE

Name	Education	Experience
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

What is the maximum number of children provider will care for at any one time? _____

Does the provider require you to sign an agreement? Yes No
(Be sure you receive a copy.)

Does the provider have references? Get at least three names and phone numbers:

- 1) _____
- 2) _____
- 3) _____

ALL ABOUT CHILD CARE

Is smoking permitted on premises? _____ Pets? _____

Are there firearms? _____ How are they stored? _____

Does the provider have a backup caregiver in case of emergency or illness? _____

Name/address/telephone of backup caregiver(s)

Is the provider licensed or registered? _____

How long has provider been giving care in your state? _____ Elsewhere? _____

Does the provider transport children? _____ How often? _____

Where? _____

Who supplies the car seats? _____

PART 2 - INTERVIEW QUESTIONS

(We recommend that you discuss these questions during a face-to-face interview.)

What is the provider's experience, education, training with children your child's age? _____

Is a CPR-trained caregiver present at all times? _____

Why did the provider choose this work? _____

What would a toddler's day look like in your program? (Are the activities appropriate for toddlers i.e., variety of activities, active and quiet time, etc.)

PART 2 – INTERVIEW QUESTIONS (CONTINUED)

How will the provider communicate with you about your toddler’s day (feedings, naps, milestones)?
A combination of written and verbal communication is best.

Does the provider have an “open door” policy? Are you welcome to visit at any time? _____

How long will the caregiver let a toddler cry before intervening? _____

How does the provider monitor children when some are outdoors playing and some are indoors? _____

How does the provider do with toddlers when older children are involved in group activities? _____

Is the provider willing to help with toilet training? what is her/his approach? _____

How does the provider deal with a child who refuses to cooperate? _____

What are the provider’s policies on:

- Giving medicine? _____
- Child saying “no” when asked to do something? _____
- Diapering? _____
- Sharing/fighting over toys? _____

ALL ABOUT CHILD CARE

- Biting/hitting? _____
- Discipline? If “time out” is used, how many minutes? _____
- Meal plans/menus? _____
- Emergencies/accidents? _____
- Fire drills? _____
- Naps/sleeping? _____
- Pacifiers/bottles? _____
- Illness/vacations? Will she charge you if your child is too ill to go to child care? If your child is on vacation?

Are these policies in writing? Yes No

Additional notes: _____

PART 3 – VISUAL INSPECTION

(Complete during your facility tour.)

Indoor Space – Checkpoints

- Large, uncluttered play area? Yes No
- Free of hazards? Yes No
- Outlets covered? Yes No
- Electric cords out of reach? Yes No
- Easily evacuated in an emergency? Yes No
- Heating and ventilation okay? Yes No
- Toys and furniture suitable for toddlers? Yes No
- Diaper changing area clean and organized? Yes No
- Sinks near diapering area? Yes No
- Poisons and medications locked? Yes No
- Hazardous areas (stairs, fireplaces, etc.) inaccessible? Yes No
- Area easily supervised? Yes No
- Smoke alarms/detectors? Yes No
- Fire extinguishers? Yes No
- Potty chairs, low toilets available? Yes No
- Highchairs/booster seats safe/appropriate? Yes No
- Easily accessible important telephone numbers for each child and community emergency numbers? Yes No

Notes:

Outdoor Space – Checkpoints

- Fenced? Yes No
- Easily supervised? Yes No
- Free of hazards? Yes No
- Equipment suitable for toddlers? Yes No
- Equipment in good repair? Yes No
- Is there a hot tub? Is the hot tub cover locked? Yes No
- Is there a pool? Is it securely fenced? Yes No
- Are there animals present? Yes No
- Are animals accessible to children? Yes No
- Are children protected from animal contamination? Yes No
- Area cleared of harmful plants? Yes No

Notes:

PART 3 – VISUAL INSPECTION (CONTINUED)

Is there adequate equipment for all the children? Adequate space so that cribs, high chairs, play pens, rocking chairs, low tables, etc. do not take up all the available space? Has enough protected space been planned for floor play?

Do the adults appear to be patient with the children? _____

What is the noise level? _____

How quickly are the children's needs met? _____

Do caregivers routinely talk to the infants? Do they respond to the infant's sounds? _____

Are children kept clean? Are their noses wiped? _____

Are diapers changed regularly? Do caregivers routinely wash their own hands after diaper-changing and before touching another child?

Additional observations:

PART 4 — QUESTIONS TO ASK REFERENCES

Ask open-ended questions that will encourage the reference to talk. Very specific questions tend to yield yes or no answers. Here are some typical open-ended questions:

- How did you hear about the provider?
- How old were your children while they were in care with this provider? Are they still there?
- What did you like most and least about using this child care?
- Was the provider reliable?
- Would you use the provider again?

Name/phone _____

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Notes _____

Name/phone _____

Notes _____

Name/phone _____

Notes _____

Name/phone _____

Notes _____

