Child Care Council of Westchester, Inc.

Investing in our children's future since 1968

Quality Early Care and Education… where our future begins

Is This the Right Place for My Child?*

Place a check in the box if the program meets your expectations

	Will my child be supervised?	Notes
☐	Are children watched at all times, including when they are sleeping?	
☐	Are adults warm and welcoming? Do they pay individual attention to each child?	
☐	Are positive guidance techniques used?* Adults should never yell, spank, or use other negative punishments.**	
☐	Are the caregiver/teacher-to-child ratios appropriate and do they follow the recommended guidelines:*** ▶ One caregiver per 3 or 4 infants ▶ One caregiver per 3 or 4 young toddlers ▶ One caregiver per 4 to 6 older toddlers ▶ One caregiver per 6 to 9 preschoolers	
	Have the adults been trained to care for children?	**Notes**
☐	**If a center,** ▶ Does the director have a degree and some experience in caring for children? ▶ Do the teachers have a credential or associate's degree and experience in caring for children? **If a family child care home,** ▶ Has the provider had specific training on children's development and experience caring 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 the adults been trained on child abuse prevention and how to report suspected cases?	
	Will my child be able to grow and learn?	**Notes**
☐	For older children, are there specific areas for different kinds of play (books, blocks, puzzles, art, etc.)?	
☐	For infants and toddlers, are there toys that "do something" when the child plays with them?	
☐	Is the play space organized and are materials easy-to-use? Are some materials available at all times?	
☐	Are there daily or weekly activity plans available? Have the adults planned experiences for the children to enjoy? Will the activities help children learn?	
☐	Do the adults talk with the children throughout the day? Do they engage them in conversations? Ask questions when appropriate?	
☐	Do the adults read to children at least twice a day or encourage them to read, if they can read?	
	Is this a safe and healthy place for my child?	**Notes**
☐	Are there clear policies and procedures for infection control (hand washing, diaper changing, sanitation schedule of toys and equipment, and use of gloves)?	
☐	Do adults and children wash their hands (after using the bathroom, changing diapers, eating, etc.)?	
☐	Are diaper changing surfaces cleaned and disinfected after each use?	
☐	Do all of the children enrolled have the required immunizations?	
☐	Are medicines labeled and out of children's reach?	
☐	Is the program approved to administer medication?** Are adults trained to give medicines and keep records of medications?*	
☐	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?	
☐	Is there a plan for responding to disasters (fire, flood, etc.)?	

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Is the outdoor play area a safe place for children to play? ▶ Is it checked each morning for hazards before children use it? ▶ Is the equipment the right size and type for the age of the children who use it? ▶ In center-based programs, is the playground area surrounded by a fence at least 4 feet tall? ▶ Is the equipment placed on mulch, sand, or rubber matting? ▶ Is the equipment in good condition?	

Is the program/provider within NYS Regulated ratios and maximum group size?**

If a center,

Age Group	Child/Adult ratio	Maximum Group Size
▶ 6 weeks-18 months	4:1	8
▶ 18 months to 3 years	5:1	12
▶ 3 years	7:1	18
▶4 years	8:1	21
▶ 5years	9:1	24
▶ 5-9 years	10:1	20
▶ 10-12 years	15:1	30

If a family child care home,

▶ **Registered Providers: Can care for children 6weeks to 12 years old.**

Either:

- Up to 6 children, if all are over the age of two or Up to 5 children, if any child is under the age of two; And up to 2 additional school age children, if approved. With no more than 2 children under the age of two.

OR (If approved can follow new regulations as of June 2010)

- Up to 6 children and up to 2 additional school age children, if approved. One approved caregiver per every 2 children under the age of two!

▶ **Group/Licensed Providers: Can care for children 6weeks to 12 years old.**

Either:

- Up to 12 children, if all are over the age of two OR Up to 10 children, if any child is under the age of two; And up to 2 additional school age children, if approved. With 2 adults for every 2 children under the age of two.

OR (If approved can follow new regulations as of June 2010)

- Up to 12 children and up to 4 additional school age children, if approved. One approved caregiver per every 2 children under the age of two!

Is the program well-managed?	**Notes**
Does the program have the highest level of licensing offered by the state?	
Are there written personnel policies and job descriptions?	
Are parents and staff asked to evaluate the program?	
Are staff evaluated each year; do providers do a self-assessment?	
Is there a written annual training plan for staff professional development?	
Is the program evaluated each year by someone outside the program?	
Is the program accredited by a national organization?	
Does the program work with parents?	**Notes**
Will I be welcome any time my child is in care?	
Is parents' feedback sought and used in making program improvements?	
Will I be given a copy of the program's policies?	
Are annual conferences held with parents?	

* NACCRRA's, *Is This the Right Place for My child? 38 Research-Based Indicators of High-Quality Child-Care,* www.naccrra.org.
** Child Care Council of Westchester, Inc. www.ChildCareWestchester.org
*** These are the adult-to-child ratios and group sizes recommended by the National Association for the Education of Young Children. Ratios are lowered when there are one or more children who may need additional help to fully participate in a program due to a disability, or other factors.