

INFANT-TODDLER CHECKLIST

Name of Program _____

Address _____

Hours Available _____

Phone _____

Group Size & Age Range _____

Fees _____

BASIC INFORMATION

- The program is licensed
- The building is safe, clean and well maintained
- The setting is bright and cheerful
- The children seem happy

PHYSICAL SPACE AND SAFETY

- Enough space indoors so children can move freely, with areas for active play and quiet play
- Outdoor space, safely enclosed and easily supervised, where children can run and play
- An alternative exit in case of fire
- A fire alarm system, enough smoke detectors and fire extinguishers
- A safety plan so the children can be removed from the center quickly
- Window guards, gates on stairs, covers on radiators, safety caps on electrical outlets
- Cleaning supplies and hazardous items are safely stored
- A clean safe place is set up for changing diapers
- A space can be made dark and quiet whenever a child needs to nap
- Cribs have firm mattresses with heavy plastic covers
- The temperature is comfortable, the air circulation is good and it is kept free of cigarette smoke

PARENT INVOLVEMENT

- Staff seem interested in speaking with parents when they drop off and pick up their children
- Regular parent-teacher conferences and parent meetings
- Parents are welcome to visit the center at anytime

THE STAFF

- The director is accessible and responsive
- Enough adults to give the children individual attention
- The staff talk with the children as they play with them, feed them and diaper them
- Adults seem to enjoy holding and cuddling the children
- Staff members are alert to the need for cleanliness and hand-washing
- Adults get children to do things by encouragement, suggestions or offering choices rather than by reprimand or commands
- Discipline is handled sensitively and appropriately
- Children are allowed to express their feelings
- Staff members are responsive when a child needs comforting

THE PROGRAM

- Daily activities are varied, well-balanced (active and quiet) and geared to short attention spans
- There are enough play materials in easy access so the children can keep busy and involved
- Girls and boys are equally encouraged to participate in the various activities
- The play materials help develop motor skills and the sense of touch, sight and hearing:
 - Manipulative toys
 - Soft toys
 - Building blocks
 - Art materials
 - Musical toys
 - Picture books
 - Riding toys
 - Climbing equipment