



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
<input type="checkbox"/>	Are children watched at all times, including when they are sleeping?	
<input type="checkbox"/>	Are adults warm and welcoming? Do they pay individual attention to each child?	
<input type="checkbox"/>	Are positive guidance techniques used? * Adults should never yell, spank, or use other negative punishments.	
<input type="checkbox"/>	Are the caregiver/teacher-to-child ratios appropriate and do they follow the recommended guidelines: <ul style="list-style-type: none"> ▶ 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
<input type="checkbox"/>	If a center, <ul style="list-style-type: none"> ▶ 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, <ul style="list-style-type: none"> ▶ Has the provider had specific training on children's development and experience caring for children? 	
<input type="checkbox"/>	Is there always someone present who has current CPR and first aid training?	
<input type="checkbox"/>	Are the adults continuing to receive training on caring for children?	
<input type="checkbox"/>	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
<input type="checkbox"/>	For older children, are there specific areas for different kinds of play (books, blocks, puzzles, art, etc.)?	
<input type="checkbox"/>	For infants and toddlers, are there toys that "do something" when the child plays with them?	
<input type="checkbox"/>	Is the play space organized and are materials easy-to-use? Are some materials available at all times?	
<input type="checkbox"/>	Are there daily or weekly activity plans available? Have the adults planned experiences for the children to enjoy? Will the activities help children learn?	
<input type="checkbox"/>	Do the adults talk with the children throughout the day? Do they engage them in conversations? Ask questions when appropriate?	
<input type="checkbox"/>	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
<input type="checkbox"/>	Are there clear policies and procedures for infection control (hand washing, diaper changing, sanitation schedule of toys and equipment, and use of gloves)?	
<input type="checkbox"/>	Do adults and children wash their hands (after using the bathroom, changing diapers, eating, etc.)?	
<input type="checkbox"/>	Are diaper changing surfaces cleaned and disinfected after each use?	
<input type="checkbox"/>	Do all of the children enrolled have the required immunizations?	
<input type="checkbox"/>	Are medicines labeled and out of children's reach?	
<input type="checkbox"/>	Is the program approved to administer medication? ** Are adults trained to give medicines and keep records of medications? *	
<input type="checkbox"/>	Are cleaning supplies and other poisonous materials locked up, out of children's reach?	
<input type="checkbox"/>	Is there a plan to follow if a child is injured, sick or lost?	



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<input type="checkbox"/>	Are first aid kits readily available?																									
<input type="checkbox"/>	Is there a plan for responding to disasters (fire, flood, etc.)?																									
<input type="checkbox"/>	<p>Is the outdoor play area a safe place for children to play?</p> <ul style="list-style-type: none"> ▶ 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? 																									
<input type="checkbox"/>	<p>Is the program/provider within NYS Regulated ratios and maximum group size?*</p> <p>If a center,</p> <table border="0"> <thead> <tr> <th>Age Group</th> <th>Child/Adult ratio</th> <th>Maximum Group Size</th> </tr> </thead> <tbody> <tr> <td>▶ 6 weeks-18 months</td> <td>4:1</td> <td>8</td> </tr> <tr> <td>▶ 18 months to 3 years</td> <td>5:1</td> <td>12</td> </tr> <tr> <td>▶ 3 years</td> <td>7:1</td> <td>18</td> </tr> <tr> <td>▶ 4 years</td> <td>8:1</td> <td>21</td> </tr> <tr> <td>▶ 5years</td> <td>9:1</td> <td>24</td> </tr> <tr> <td>▶ 6-9 years</td> <td>10:1</td> <td>20</td> </tr> <tr> <td>▶ 10-12 years</td> <td>15:1</td> <td>30</td> </tr> </tbody> </table> <p>If a family child care home,</p> <ul style="list-style-type: none"> ▶ Registered Providers: <ul style="list-style-type: none"> ▪ Up to 6 children, if all over 2 years old ▪ Up to 5 children, if any child is under 2 years old ▪ No more than 2 children under 2 years old ▪ An additional 2 school age children ▶ Group/Licensed Providers: <ul style="list-style-type: none"> ▪ Up to 12 children, if all over 2 years ▪ Up to 10 children, if all over 2 years old, if any child is under 2 years old ▪ 2 adults for every child under 2 years old ▪ An additional 2 school age children 	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	▶ 6-9 years	10:1	20	▶ 10-12 years	15:1	30	
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Is the program well-managed?		Notes																								
<input type="checkbox"/>	Does the program have the highest level of licensing offered by the state?																									
<input type="checkbox"/>	Are there written personnel policies and job descriptions?																									
<input type="checkbox"/>	Are parents and staff asked to evaluate the program?																									
<input type="checkbox"/>	Are staff evaluated each year; do providers do a self-assessment?																									
<input type="checkbox"/>	Is there a written annual training plan for staff professional development?																									
<input type="checkbox"/>	Is the program evaluated each year by someone outside the program?																									
<input type="checkbox"/>	Is the program accredited by a national organization?																									
Does the program work with parents?		Notes																								
<input type="checkbox"/>	Will I be welcome any time my child is in care?																									
<input type="checkbox"/>	Is parents' feedback sought and used in making program improvements?																									
<input type="checkbox"/>	Will I be given a copy of the program's policies?																									
<input type="checkbox"/>	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.