

Early Childhood Program Question and Observation Work Sheet



Use the following question and observation worksheet when you visit providers as a way to further narrow your list of options and make notes. **Feel free to make as many copies of the worksheet as you need.

Name of program: _____ Date of visit: _____

1. Is your program licensed by the State of Colorado?
2. What hours are you open? Are your hours flexible?
3. What days are you closed for holidays or staff training?
4. What is the age range of the children in your care?
5. How many children are in each classroom or home? What is the teacher to child ratio?
6. How will my child spend his/her day? What is a typical day like?
7. What is your philosophy regarding caring for children?
8. What training have you and your staff had?
9. May I have a list of current parents to contact for feedback on your program?
10. What do you do when a medical emergency occurs?
11. What kind of daily communication can I expect from you?
12. Are there ways for me to participate in the program?

Checklist of Things to Look For:

Health and Safety

- ✓ Equipment is clean and in good repair.
- ✓ Electrical outlets are covered.
- ✓ Emergency route and emergency numbers are posted.
- ✓ The doors are locked and visitors are required to sign in.
- ✓ All toys are clean and in good condition.
- ✓ The playground has safe surfaces, is fenced and has both sun and shade.

Environment Basics

- ✓ The room is warm and inviting.
- ✓ The children are happy and involved with both staff and with other children.
- ✓ The furniture is child-sized and the materials are at the children's level.
- ✓ Materials are age-appropriate and there are enough supplies for children to either play alone or to share.
- ✓ Different cultures and traditions are seen in the classroom.

Daily Activities

- ✓ Nutritious meals and snacks are provided.
- ✓ Nap and story time are built into the day.
- ✓ Puzzles, blocks, music and make-believe stations are provided.
- ✓ Children have a time to choose their own activities.
- ✓ Activities are varied and include both outdoor playtime and indoor quiet time.
- ✓ A daily schedule is posted.

Teacher/Child Interactions

- ✓ There is shared respect between teachers and children.
- ✓ Teachers are at children's eye level when talking with them.
- ✓ Teachers listen closely to each child and use positive language when talking with them.
- ✓ Children are asked questions and not just given directions.
- ✓ The teacher attends to children who are upset.
- ✓ I am comfortable that my child's culture and traditions will be welcomed