

**APPENDIX C:
OnSite Visit Checklist**

Date of Visit: _____

Name of Center/Home Being Visited: _____

Category	Question	Yes	No	NA
Staffing and Ratios	Does the center/home maintain an appropriate number of staff to children?			
Caregiver Training	Have all caregivers received adequate and recent training on child safety techniques (First Aid, CPR) and child development issues?			
Safety and Emergency Guidelines	Does the facility/home have a written severe weather policy?			
Safety and Emergency Guidelines	Does the facility/home have posted evacuation and severe weather routes?			
Safety and Emergency Guidelines	Are all outlets protected and other safety hazards addressed (drawers, bathroom doors, etc)?			
Safety and Emergency Guidelines	Are written inspection reports available for viewing?			
Safety and Emergency Guidelines	Are areas of operation separate from areas that children are cared for in?			
Sick Exclusion Policies	Are their written sick exclusion policies for staff and children?			
Sick Exclusion Policies	Are their written infectious disease policies/practices?			
Sick Exclusion Policies	Are their written procedures for storage and administration of medication?			
Immunization and Child Records	Are immunizations required of all staff/children and documented?			

Immunization and Child Records	Are child files securely stored and accessed limited to only those that need access?			
Pick-up/Drop-off Policies	Are written policies regarding pick-ups and drop-offs available and do they include any charges that may be incurred?			
Pick-up/Drop-off Policies	Is there a clear process that requires a child to be signed in and out of the facility and a process to designate who is permitted to do so?			
Pick-up/Drop-off Policies	Are parental visits allowed during the day?			
Financial Policies and Operating Hours	Are financial policies and operating hours available in writing?			
Food and Nutrition Practices	Are infants fed based on the child's schedule?			
Food and Nutrition Practices	Is breastfeeding supported?			
Food and Nutrition Practices	Are proper highchairs/tables/chairs available for children to eat at?			
Food and Nutrition Practices	Are meal times and snack periods set for toddlers and preschoolers?			
Food and Nutrition Practices	Are written menus available for viewing?			
Diapering and Toilet Use	Is there a separate diapering station set up for infants and toddlers and is there a water source available there for hand washing?			
Diapering and Toilet Use	Are diapers and creams provided by the center?			
Diapering and Toilet Use	Is there any area for toddlers and preschoolers to use the bathroom that is appropriate size for them?			
Diapering and Toilet Use	Are their written guidelines for toilet training practices?			
Sleeping Practices	Is there a separate sleeping area for infants and young toddlers?			

Sleeping Practices	Are mats or cots provided for older toddlers/preschoolers?			
Discipline Practices	Are there clear and written procedures for discipline practices?			
Discipline Practices	Do these practices match your parenting philosophy?			
Play and Development	Is the environment for infants and young toddlers filled with bright colors, different shapes/textures and fully child proofed?			
Play and Development	Is there room for eating, sleeping and playing with appropriate equipment for each?			
Play and Development	Are there puzzles, block sets, containers to sort and place toys in, gym sets to climb on and toys for pretend play available for older toddlers and preschoolers?			
Play and Development	Are there cubbyholes or storage systems for personal belongings of toddlers/preschoolers?			
Daily Reports	Are daily reports provided to parents and if so, do they include eating, sleeping and diaper changes/toilet use activities?			
Caregiver/Parent Relationship	Is the caregiver's tone of voice friendly and caring when speaking to children and other staff?			
Caregiver/Parent Relationship	Does the caregiver hold infants and talk quietly to them?			
Caregiver/Parent Relationship	Does the caregiver get down on the child's level when interacting with toddlers and preschoolers?			

Notes: