

Child Care Facility Information Sheet

Name:

Address:

Phone:

Hours of Operation:

General Considerations:

- Age Range of children accepted:
- What is the availability of slots?
- What is the regular hourly, daily, or weekly cost?
- What happens if you need to miss a day due to a vacation or illness?
- What security measures do you have in place?
- Are you licensed or accredited? If so, by whom? What degrees or certification does your staff hold?
- Does this facility offer occasional drop-in services? If so, at what cost?
- What do your drop off and pick up procedures look like?
- What is the payment schedule (daily, pre-paid, weekly, monthly)?
- What are the overtime rates?
- How much advance notice does the provider need for overtime hours?
- Is there a special rate for infants? If so, how much?
- How do you handle frozen or pumped breast milk or formula?
- Is there a discount for a second or third child?
- Which meals are provided? What do you serve for meals?
- What is the educator to child ratio?
- Are there educational activities that the children can do?
- How many other children are at this facility?
- How do you handle discipline problems, such as biting, hitting or bullying?
- What are the potty-training procedures?
- How do parents stay up to date with their child's daily activities?
- Can the facility accept ill children?
- Do you administer medicine or emergency allergy treatment?
- How do you notify parents in the event of an illness or injury?

COVID-19 Childcare Considerations:

- Are tours of your facility available at this time?
- Are you implementing daily temperature checks for children and staff?
- Are guests being screened by temperature and/or symptoms?
- What are your handwashing and hygiene practices for the children and staff?
- How are you practicing distancing in each classroom?
- Does your staff wear masks?
- Are you keeping groups of children separate to limit contact and/or potential spread?
- How many children will be in my child's classroom?
- What is the procedure for staff members or children who appear to have symptoms or have been exposed to someone who is sick?
- What will you do if a staff member or child tests positive for COVID-19?
- What happens if my child shows symptoms of COVID-19? How will you isolate them until I can pick them up?
- What is your primary source for COVID-19 information?
- How often do you sanitize the toys and materials used by the children?
- Are visitors and volunteers allowed at this time?

Comments: