



### Child Care Management Services (CCMS) Checklist

Take this checklist with you and use it to help rate every Child Care Facility or Registered Family Home you visit.

Facility A. Name \_\_\_\_\_ Date of Visit \_\_\_\_\_  
 Facility B. Name \_\_\_\_\_ Date of Visit \_\_\_\_\_  
 Facility C. Name \_\_\_\_\_ Date of Visit \_\_\_\_\_

*Record answers to all questions with a "Y" for Yes or an "N" for No.*

<b>First Impressions</b>	<b>Facility A</b>	<b>Facility B</b>	<b>Facility C</b>
Were you pleasantly greeted upon arrival at the facility?			
Do positive relationships exist between caregivers and parents?			
Would you trust the caregivers to care for your child?			
Is there an appropriate number of staff for the number of children? (see chart on next page)			
Is the facility listed, registered or licensed by DFPS?			
<b>Will My Child Learn?</b>			
Is the facility accredited or certified through an outside professional organization?			
Are there enough toys and activity centers to keep the children happy?			
Are parents told about the children's progress?			
Are daily schedules and lessons plans available?			
What is the education and experience of the caregivers?			
<b>Will My Child Be Safe?</b>			
Are the caregivers trained in CPR and First Aid?			
Are parents allowed to visit during the day?			
Are parents told about accidents or illnesses that occur?			
Is the facility neat, clean and orderly?			
Are the toys and equipment clean and in good repair?			
<b>Will My Child Be Happy?</b>			
Are the caregivers attentive and not overwhelmed?			
Do the caregivers bend down to talk to the children face-to-face?			

Are nutritious meals and snack served?			
Is the facility a happy place?			
Would <b>you</b> be comfortable staying there all day?			
<b>Materials to Request</b>			
Published rates for care and late fee policy			
Holiday closing and vacation policy			
Discipline policies?			

**Adult/Child Ratios For Child Care Centers**

<b>Age</b>	<b>Children per 1 Adult</b>	<b>Max. group size (min. 2 adults)</b>
Birth–11 months	4	10
12-17 months	5	13
18-24 months	9	18
2 years	11-13	22-26
3 years	15-17	30-34
4 years	18-20	35
5 years	22-24	35
6-12 years	26	35