

Local Head Start Programs:

Christian County (217) 342-2193	Menard County..... (217) 732-2159
Logan County (217) 732-2159	Montgomery County (217) 342-2193
Macoupin County (217) 839-4431	Morgan County (217) 245-9357
Mason County (217) 732-2159	Springfield Urban League (217) 528-0893

Parent Checklist

As you visit a prospective provider/facility, take time to look and listen. Carry this checklist as a starting point and **don't be afraid to ask questions.**

Provider/Staff

location #1 location #2 location #3

Provider/Staff	location #1	location #2	location #3
Does the provider seem to like children?			
Do the staff seem to get along?			
Will your child receive one-on-one attention?			
Does the provider have fair and consistent rules for discipline?			
Does the provider have policies on toilet training?			
Does the provider handle conflicts without losing patience?			
Does the provider treat the children with respect and listen to them?			
Is the provider certified in CPR and First Aid training?			
Is the provider trained or educated in the field of early childhood?			
Will other adults be in contact with my child?			

The Program

	location #1	location #2	location #3
Is there a daily schedule? Is it posted?			
Are the activities age-appropriate and interesting?			
Are there a variety of toys, books, games, and materials available?			
Do the children have choices in their activities?			
Does the program include both active and quiet play?			
Is there a time limit on television and video viewing?			
Are infants/toddlers held, talked to, and played with?			
Is there a variety and a balance of play time, story time, activity time, and rest time?			
Will your child play both indoors and outdoors?			

Notes:

The Setting/Place

location #1 location #2 location #3

Is there adequate space for the children to build, stretch, and explore?			
Is the home or center clean, safe, and comfortable? Is it bright and pleasant?			
Is there space for both active and quiet play?			
Is there a place for the children to keep their belongings?			
Is there a suitable place for resting?			
Are the bathrooms and diaper changing areas clean?			
Is the noise level appropriate and the environment organized?			
Is there enough furniture, toys, and equipment for every child?			
Is the yard fenced in? Does the outdoor equipment seem safe and well-maintained?			
Is the kitchen and feeding area clean, sanitized, and safe?			
Is there enough heat, light, and ventilation? Does the home/center have air-conditioning?			
Are the children well-supervised indoors and outdoors?			
Are there First Aid supplies and fire extinguishers?			

The Basics

	location #1	location #2	location #3
Do the children look and sound happy? Are they busy?			
Are parents welcome to visit at anytime?			
Do you have to sign a contract? Are there written policies? When is payment expected?			
Is there a penalty for late pickups?			
Do you still have to pay if your child is absent because of illness or vacation?			
Are there days the home or center will be closed for holidays or vacations?			
Is there a plan for emergencies? How will the parents be reached?			

