

Daycare Tour Checklist

25 questions to ask before you enroll

Print one copy for each daycare you visit. Ask the same questions, write down the actual answers, and compare your notes afterward.

Daycare visited		Date	
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SAFETY & LICENSING

1. Which agency licenses or permits this program, and can I review its inspection history?

Good answer: The center identifies its regulator and explains where you can review current documentation or inspection history.

Notes

2. What background checks are required for staff, substitutes, and volunteers?

Good answer: The center clearly explains required checks and how staff clearances are handled.

Notes

3. How do security, authorized pickup, and emergency procedures work?

Good answer: There is a clear process for access, authorized pickups, emergencies, drills, and contacting families.

Notes

RATIOS & STAFFING

4. What is the staff-to-child ratio and maximum group size in my child's room?

Good answer: You receive specific numbers for your child's age and an explanation of how coverage is maintained.

Notes

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RATIOS & STAFFING

5. What qualifications, first-aid training, and ongoing training do teachers receive?

Good answer: The director can explain the training and qualifications required for the educators caring for your child.

Notes

6. How do you handle staff absences and turnover?

Good answer: Children have consistent caregivers and the center has a clear backup staffing plan.

Notes

DAILY ROUTINE

7. What does a typical day look like in this classroom?

Good answer: The schedule balances play, learning, movement, meals, care routines, and rest.

Notes

8. What are your operating hours, closure dates, and late-pickup procedures?

Good answer: Hours, closures, and late-pickup policies are clearly explained and available in writing.

Notes

9. How much active movement and outdoor play are built into the day?

Good answer: The center can explain how age-appropriate physical activity fits into the daily routine.

Notes

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FOOD & FEEDING

10. Are meals and snacks provided, and can I see a sample menu?

Good answer: The center clearly explains what is provided and what families need to bring.

Notes

11. How do you handle allergies and dietary restrictions?

Good answer: Individual needs are documented, and staff have a clear process for reducing exposure and responding to reactions.

Notes

12. How do you handle bottles, breast milk, formula, and new foods for infants?

Good answer: Feeding follows a parent-approved plan with clear storage, preparation, and communication procedures.

Notes

ILLNESS & MEDICATION

13. What symptoms require a child to stay home, and when can the child return?

Good answer: The center has a written illness policy with clear exclusion and return criteria.

Notes

14. What are your cleaning, hand-hygiene, diapering, and illness-response routines?

Good answer: Staff can clearly explain everyday hygiene and what changes when illness is circulating.

Notes

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ILLNESS & MEDICATION

15. How does administering medication work?

Good answer: The center explains authorization, storage, administration, documentation, and emergency procedures.

Notes

COMMUNICATION WITH PARENTS

16. How will I receive daily updates about my child's day?

Good answer: Families receive consistent updates about routines, activities, and important incidents.

Notes

17. How do you share a child's progress and developmental observations?

Good answer: Teachers share specific observations and provide a clear way to discuss progress or concerns.

Notes

18. How are families notified about urgent issues or important updates?

Good answer: The center clearly distinguishes urgent communication from routine app or email updates.

Notes

COST, CONTRACTS & VOUCHERS

19. What is the full tuition and fee structure, and what is included?

Good answer: You receive a written breakdown of tuition and any additional or one-time fees.

Notes

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COST, CONTRACTS & VOUCHERS

20. Do you accept child care vouchers or other financial assistance?

Good answer: The center clearly identifies which programs it accepts and explains its role in enrollment.

Notes

21. What happens to tuition during holidays, closures, vacations, or absences?

Good answer: The policy is explained in writing before you pay a deposit or enroll.

Notes

22. What are the enrollment, waitlist, withdrawal, and schedule-change terms?

Good answer: Availability, deposits, start dates, refunds, notice periods, and schedule changes are clearly explained.

Notes

TRANSITIONS & BEHAVIOR

23. How do you help a new child adjust during the first days and weeks?

Good answer: Teachers learn your child's routines and comfort needs and communicate closely during the adjustment period.

Notes

24. How do teachers respond to biting, hitting, tantrums, or peer conflicts?

Good answer: Staff use calm, age-appropriate guidance, redirection, and skill-building.

Notes

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TRANSITIONS & BEHAVIOR

25. How do children transition to the next classroom or prepare for kindergarten?

Good answer: The center explains how transitions are decided and how age-appropriate social, language, literacy, math, and independence skills are supported.

Notes

After the tour

Did the answers match what I observed? Were teachers warm and attentive? Were supervision and routines organized? Were policies and costs clear?

Top three observations

Overall impression

Little Me Daycare Center: Monday-Friday, 8 a.m.-6 p.m.; three nutritious meals plus snacks; Brightwheel updates; ACS and HRA vouchers accepted. **Schedule a tour:** littlmedaycare.com/contact