


Use this guide to take a regular **Quality Inventory** at your center or school. If you find any areas of concern, make an appointment with your Center Director or Program Administrator, and use this sheet to help start the conversation!

	<h2>Safety &amp; Health</h2>
	Center access is secure, pin-pad protected, and limited to enrolled families.
	There are well-defined drop-off and pick-up procedures: signing-in and out. Procedures are maintained by center management.
	Visitors are required to identify themselves.
	All alternate or emergency pick-up people must produce identification which matches the alternate/emergency pick-up list provided by families.
	The center has an emergency plan for earthquakes, floods, fire, and other natural disasters.
	The center has emergency lock down and evacuation procedures. Evacuation plans are posted at exits.
	The center practices and logs emergency drills with the children.
	The center provides a child safe environment: exit doors, chemicals out of reach, kitchen area secure, adult areas out-of-bounds, fences and gates in good repair, windows secure, electrical cords and outlets out of reach.
	There is a medication management system in place which ensures that no medication is stored within reach of children, administered by an appointed person, and medication logs maintained.
	The center environment is clean. There are written cleaning and laundering procedures.
	There is a written sick child policy which is followed by all center staff.
	All children, staff and visitors are expected to follow the appropriate hand washing procedures. Hand washing posters are posted at every sink.
	All staff is expected to follow diaper changing procedures. Diaper changing posters are posted at every diaper changing table.
	Staff is First Aid/ CPR trained
	The center follows healthy practices when handling food, children's accidents and injuries, staff and children's illness.
	<h2>Teachers &amp; Caregivers</h2>
	There is minimal staff turnover.
	Teachers are on consistent schedules.
	Teachers have a positive, 'can do' attitude.
	Teachers maintain daily open and positive communication with families.
	Teachers have well-established, caring, and positive relationships with the children.
	Teachers have a depth of understanding of child development in general, and each child, specifically.
	Teachers have fun, engaging, and well-defined teaching abilities.
	Teachers maintain control of their classrooms by using appropriate discipline techniques.
	The classroom is well-managed and children and families feel comfortable and welcome in it.
	Teachers display personal habits which serve as positive examples to the children in their care.
	Teachers have the appropriate education, training, and ongoing professional development.



## The Learning Program

- The learning program allows children to develop and practice their physical skills
- The learning program allows children to develop and practice their thinking and problem-solving skills
- The learning program allows children to develop and practice their language skills with age-appropriate listen, speaking, reading, and writing activities.
- The learning program allows children to develop and practice their social skills while interacting with adults and other children in a variety of situations.
- The learning program allows children to develop and appropriately practice their emotional responses to a variety of situations.
- The classroom is child-friendly with child-sized furniture, and sufficient toys that are easily accessible to the children.
- The classroom is clean and orderly and poses no threat to the children.
- There is a written schedule which is followed every day.
- There are planned activities which the children do indoors and outdoors on a daily basis.
- There is evidence in the classroom of the children's learning.
- Teacher-child ratios are always maintained.
- Children stay in their assigned classrooms and groups for the majority of the day.
- The children's immediate needs (hunger, thirst, toileting, rest, cleanliness) are balanced with an environment that provides opportunities for play and learning activities.
- Families are welcomed and invited to participate in the classroom activities at any time.
- The center is accredited, or pursuing accreditation.



## Management

- There has been minimal turnover within the management team.
- There is clear evidence that the management team is organized and effective.
- The management team maintains effective administration procedures to maintain paperwork and family communications.
- The center management has an open-door policy which welcomes families' input.
- The management team has a management style which creates a happy and engaged center staff.
- The center management addresses problems and complaints in a rapid and appropriate manner.
- The center is knowledgeable about the daily 'goings on' in the center.
- The management team follows its policies and procedures in a fair and consistent manner.
- The management team has the education, training, and ongoing professional development to successfully manage the center

### Discussion Points:

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