

## Action for Children



If you are looking for child care, Action for Children can help you find full-day or part-day programs. We can provide you with information about what to look for so that your child can have a safe, nurturing child care experience where he/she can grow and learn.

### ENROLLMENT CHECK LIST

These documents may be required to enroll. Please check with the director of the program to verify the full list of required documents.

#### Required Documents

- Photo ID (Driver's License or State ID)
- Birth Certificate
- Proof of Residency
- Documentation of Custody (if applicable)
- Immunization records
- A current physical with blood work (within one year)
- Dental exam (within one year)

#### Additional Required Documents (depending on program)

- Child's health insurance card
- Proof of income, school schedule or participation in a training program
- Some programs may want to see a WIC book, if receiving WIC
- Social Security Card for all individuals in a household (this included the child)
- Medical contact information (doctor, dentist)
- Emergency contact information (2 people)
- Allergy/ special needs information

### CONTACT US

Our staff can help you with your child care and early learning search by phone or internet.

614-224-0222

[www.actionforchildren.org](http://www.actionforchildren.org)

Toll Free  
855-30-CHILD

This is a FREE service!



Count



Content



Caregiver



Contract



Communication

# TAKE THE TIME

CHOOSING CHILD CARE AND  
EARLY LEARNING EXPERIENCES

## 5C CHECKLIST

Count, Content, Caregiver, Contract, Communication



Action for Children



Choosing the right child care for your precious child takes time. It is important to start early. Visit at least three child care options. Take time in each place to look and ask questions.

# 5C CHECKLIST

Count, Content, Caregiver, Contract, Communication

## 123 Count

**Count the number of children in the group. A smaller group size is better.**

OHIO LAW FOR FAMILY CHILD CARE HOMES:

- **Small:** A maximum of six children, including the caregiver's own children under age six, with no more than three children under age two
- **Large:** Between 7 to 12 children, must be licensed by the state and have a second caregiver.

**Ask to see a license and current inspection report.**

OHIO LAW FOR CHILD CARE CENTERS:

**One adult for every...**

- five infants (under 12 months)
- six infants (12 to 18 months)
- seven toddlers (18 to 30 months)
- eight toddlers (30 to 36 months)
- 12 three-year-olds
- 14 four- and five-year-olds
- 18 school-age children under age 11

**Remember that licensing regulations are only minimum health and safety standards.**



## Content

**Quality programs have a variety of activities that help children grow and learn.**

- Are there quiet and active things for children to do?
- Is the setting clean, bright and safe?
- Do children look like they are having fun?

- Are there plans for fire and other emergencies?
- If licensed, does the program have Ohio's Step Up to Quality (SUTQ) star rating?
- Take a tour and see where your child will eat, sleep and play.

## Caregiver

**Make sure that the caregiver is someone you feel will keep your child safe and help your child learn.**



- Does the caregiver enjoy being with children?
- What is the caregiver's experience with children?
- Does the caregiver have special

training in working with young children?

- Is the provider on the USDA Food Program? A provider cannot charge for USDA sponsored meals and snacks.
- How will the caregiver meet any special needs that your child has?



## Contract

**Before you make any decision, ask to see a contract. It is best to have everything in writing, especially information about costs, times of operation and supplies.**

- What is the cost? Does the program accept child care subsidies?
- What are the drop-off and pick-up times?
- What are the rules for children to follow?

- Has the caregiver had a background check?
- What supplies does the parent need to provide? What supplies are provided by the center or family child care provider?
- Ask for references. Speak with the references over the phone or in person before you sign any contract.
- Make time to stop in for a visit without an appointment. Centers and homes should have an "open door" policy.



## Communication

**It is important to know how you will get or give information to the caregiver.**

- Do you feel that the caregiver will listen to you?

- How will you share information about your child's needs?
- Make sure there is a scheduled time for you to talk with the caregiver each day (This could be when you drop off or pick up your child)

Before you decide, be sure that the program is a good match for your child and your family. Remember, the caregiver is your partner in the care and education of your child.