

# Choosing childcare checklist



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Use this form to take notes when you visit each setting or childcare provider.

**Name of setting**

**Date of visit**

**Whom did I speak to?**

**Name**

**Role/job title**

**Additional notes**



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## **Things to look out for**

- Is the setting welcoming and are the staff happy to show you around?
- Are you able to speak to the special educational needs coordinator (SENCO)?
- Does the setting have a SEN policy?
- Are the staff comfortable around your child and sensitive to their needs?
- Does the setting appear busy, but relaxed, with children who seem happy?
- How do the staff interact with the children?
- What activities are the children engaged in?
- Are the premises safe and clean?

## **Notes**

- Are the premises welcoming and friendly?
- Do they have outside play space?
- Are there quieter areas that children can access freely?
- Is it inclusive? (Can children of all abilities move around easily? Are the toys appropriate? Are things clearly labelled with signs and symbols that children can understand?)
- Are there fun activities planned each day? Childminders and nurseries all need to plan their days with children's interests and enthusiasms in mind.



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## Questions to ask

- How many children do they care for?
- What is the ratio of staff to children?
- What support do they offer children with disabilities or SEN?
- Are there children with similar needs already at the setting?
- What relevant training have staff had? Would they need more training?
- What adaptations would the setting need to make for your child?  
Are they willing to make relevant adaptations?
- How would they ensure that your child has inclusive play and learning opportunities?
- How would they nurture your child's development?
- If other parents had questions about your child, how would they handle this?
- How will they keep you updated on your child's progress?
- Do they know about, or currently work with, any of the health and educational services your child may be known to?
- What are their policies on discipline and how do they manage children's behaviour?
- What alternative communication systems (such as picture-based or signs) do they use?
- Do they provide meals, snacks, nappies, and so on, or will you need to provide them?

## Notes