

Phoenix
Children's Academy

Making the Right Choice

What to Look For:


Choosing the right early education setting for you child is an important and difficult decision. Phoenix Children's Academy is committed to helping you make a fully informed decision about the school you choose for their developmental and educational needs.

Please use this complimentary quality checklist / information sheet as you visit neighboring schools/centers. The checklist provides a guideline of essential questions and criteria, ensuring a high quality learning environment for your child.

Center 1: Name **Phoenix Children's Academy** Date Visited _____ Time _____
Contact Person _____ Phone Number _____

Center 2: Name _____ Date Visited _____ Time _____
Contact Person _____ Phone Number _____

Center 3: Name _____ Date Visited _____ Time _____
Contact Person _____ Phone Number _____

<p style="text-align: center;">Quality Checklist</p> 	<p style="text-align: center;">Center 2</p>	<p style="text-align: center;">Center 3</p>
First Impressions		
Exterior		
Does the program have drive up appeal?		
Is the building attractive and well maintained from the outside? i.e. window coverings / flowerbeds maintained etc.		
Interior		
Do you get a good feeling when you enter the school (atmosphere)?		
Is the lobby area warm and inviting?		
Is there useful information displayed for families such as a parent information board?		
Is there a clean smell or aroma?		
Were you greeted by office management?		
Common Areas		
Are the hallways and common areas attractive and appealing to children?		
Are there attractive bulletin boards outside each classroom with specific and current information for families (e.g.: daily schedule, monthly calendar)?		
Is the flooring clean and in good repair?		
Kitchen / Meals		
Is the menu appealing?		
Is there a morning snack, lunch and an afternoon snack provided daily?		
See Reverse Side >>>>>>		

Quality Checklist



**Center
2**

**Center
3**

Classrooms		
Is the classroom inviting, attractive and appealing to children?		
Is the room age-appropriate, decorated and appealing?		
Are the teachers interacting with the children?		
Are the children engaged in challenging and stimulating activities?		
Do the children seem happy and busy? E.g. music playing / children playing in the Discovery Areas / table activities set up ~ or ~ children participating in a large group activity		
Is there a cubby area for children to store their coats and personal belongings?		
Are a variety of learning centers available in the classroom? (E.g. Creative Art, Home Living Center, Construction, Library Language etc.)		
Curriculum:		
Is there a curriculum is used in the classroom?		
Is the curriculum age appropriate and challenging?		
Is there something that sets their curriculum apart?		
Is there a daily schedule posted?		
Fun With Fitness Program: Is a fitness program encouraging physical activity and a healthy lifestyle utilized each day?		
Health and Safety		
Is the center/school Licensed?		
Is there a safety plan in place, in the event of an emergency?		
Are children adequately supervised? (Ask what the teacher to child ratios are for each age group)		
Are the teachers trained in First Aid/CPR?		
Is the lobby area monitored at all times by a staff member?		
What are the procedures for child drop off & pick up?		
Are outdoor play areas fenced in and monitored?		
Are there individual play yards for different ages?		
What is the sick policy of the center?		
Office Staff		
Was the staff friendly, professional and well informed?		
Were they knowledgeable and thorough during the tour?		
Did they take the time to address your questions and comments?		
Did you feel comfortable with their answers?		
Communication		
Are you allowed to visit the school at any time (within reason)?		
Is there daily, weekly and monthly written communication E.g. Newsletters, Daily notes		
Does the school provide you with Developmental Records / Parent Teacher Conferences at least twice a year?		
Does the school have annual Parent Assessment Surveys? Are the surveys available on line for your convenience?		
Were you given a tour package after the tour?		
Miscellaneous		
Is the school open all year (excluding only Statutory holidays)?		
Does the school have a Referral Program?		
Is the tuition due on a weekly, monthly or annual basis?		
Will you receive a yearly tax receipt for income tax purposes so that you can take advantage of the tax credit for child care expenses?		

Notes:
