

Preschool Checklist for Parents

This checklist is designed to help families select the right school for their preschool child.

Use this checklist when interviewing the school principal or teachers and as a guide for your observation of the preschool environment.

Do also remember to share your experience with other parents by reviewing the preschool on www.likeschool.com.sg.

Name of School

Contact Person (Director / Teacher / Principal)

Phone Number

Date, Day and Time of Visit

About School

1. How long has the preschool been in operation?	
2. Is the preschool licensed or accredited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Types of programs offered? <input type="checkbox"/> Childcare <input type="checkbox"/> Infant Care <input type="checkbox"/> Playgroup <input type="checkbox"/> Pre-Nursery / Nursery <input type="checkbox"/> Kindergarten <input type="checkbox"/> Enrichment	
4. Types of schedules offered? <input type="checkbox"/> Full Day <input type="checkbox"/> Half Day (AM / PM) <input type="checkbox"/> Hour / Session based <input type="checkbox"/> Flexi-Care <input type="checkbox"/> Emergency Care <input type="checkbox"/> Drop-in Care	

About Enrollment

1. What is the preschool's licensed capacity?	
2. Does the preschool have available enrolment space for my child? If no, can we get on a waiting list? How long is the wait?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the preschool offer pre-enrollment trial sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Operating Hours

1. What is the preschool's operating hours?	
2. Is the preschool closed on public holidays and school holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the preschool flexible with pickup and drop-off times?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Fees & Charges

1. What is the monthly school fee? Any miscellaneous charges? Any deposit to be placed with the school? What's the deposit return policy? Do you have a schedule of fees and charges?	
2. Do you offer promotion / sibling discounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are we eligible for subsidies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Can we deduct fees using CDA (Child Development Account)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do we pay school fees when we are on vacation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Educational Philosophy

1. What is the school's educational philosophy?	
2. Does the curriculum prepare children for primary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. What languages are the children exposed to in preschool?	

About Open Communication

1. Does the preschool provide regular updates on my child's activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are parent/teacher conferences organized at least twice a year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the preschool encourage parent involvement in activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

About Teachers - Qualifications

1. Are teachers employed on full time basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are they certified / trained in early childhood education? Are they degree holders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Do you perform background checks before employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

About Teachers - Compensation & Work Environment

1. Are teachers given breaks during the day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have the majority of teachers been in the preschool for at least 3 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

About Teachers – Competency

1. Are the children happy, laughing and involved in play?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are teachers warm and affectionate with the children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Do teachers use the children's names when talking to or about them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do teachers communicate positively and effectively?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do teachers work with children individually and in small groups of 3 or 4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

About Physical Environment

1. Is the preschool clean, pleasant and in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are there separate sensory areas (reading, art, dramatic play, writing, blocks, etc.) to encourage learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does each child have an individual space to store belongings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are toilet / showering amenities child friendly and pleasant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the floor covered with non-skid material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you see sharp edges, splinters, or loose equipment parts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does each child have enough room indoors and outdoors to move around without interfering with other children's play space?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Class Size

1. Is each class grouped based on age or are ages mixed?	
2. How large is each class?	
3. What is the teacher-child ratio in each class?	

About Activities

1. Does the class have a daily activity plan? Does this change regularly to expose children to new skills?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do teachers encourage children to do some things for themselves?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are listening and talking encouraged through planned activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the preschool offer external enrichment courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the preschool organize at least 2 field trips a year?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Play Materials

1. Are toys / story books / activities age-appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are children encouraged to get involved in activities regardless of gender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are children allowed to access some play materials by themselves?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are there enough play materials so that each child can participate without having to wait more than a few minutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are children given access to television and other screen time?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Social Skills

1. How do you discipline children?	
2. How do you comfort children?	
3. How do you handle teasing / bullying / inappropriate group behavior?	

About Food

1. Do you provide breakfast / lunch / snack / drinks? If yes, what kind of food do you provide? <input type="checkbox"/> Halal <input type="checkbox"/> Non halal but from Halal sources <input type="checkbox"/> With beef <input type="checkbox"/> With pork <input type="checkbox"/> Vegetarian If not, can I bring food for my child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is food cooked within the school or catered? How long is the food left in room temperature before consumption?	
3. Does the preschool have a meal plan? Is this changed regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Can my child have additional meal / snack servings if he/she is hungry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. What's your policy on children who are not hungry or dislikes the food?	

About Nap Time

1. Are children required to sleep, and if so, for how long?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Where do the children sleep?	
3. Is the space conducive for naptime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is a clean cot set up in this space for each napping child?	<input type="checkbox"/> Yes <input type="checkbox"/> No

About Health

1. Must children be immunized in order to attend preschool?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. What is your sick-child policy?	
3. Can the preschool administer medication for my sick child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. What is the preschool's policy with regard to Hand, Foot and Mouth Disease (HFMD)?	
5. How many times has HFMD impacted the school in the past year?	

About Hygiene

1. Do teachers and children wash their hands before meals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are children washed after using the potty? Are children taught to wash their hands after using the potty?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
3. How often are the premises and toys cleaned?	
4. Are children seen in the preschool with soiled diapers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

