

Daycare Worker Skills Checklist

How to Use This Checklist

1. Read each skill and mark:

 "I do this consistently"

 "I'm learning"

 "I need support/training"

2. Choose **3 skills** to focus on this month.
3. Use the "Try This" tips under each section.

1) Safety & Active Supervision

I can...

- Keep children within sight and/or hearing at all times
- Position myself so I can scan the whole room/playground
- Count children during transitions (inside/outside, line up, bathroom)
- Remove hazards quickly and report safety concerns
- Follow safe sleep, diapering, and sanitation routines (as required)

Try this:

- Stand where you can see the most children, not the most furniture.



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- Count kids **before** and **after** every transition.
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2) Health, Hygiene & Wellness

I can...

- Follow handwashing/cleaning routines consistently
- Notice signs of illness and follow program policy
- Support nutrition routines safely (allergies, feeding schedules)
- Keep diapering/toileting sanitary and respectful
- Encourage rest, hydration, and outdoor time appropriately

Try this:

- Build “micro routines”: wash hands → sing 10 seconds → rinse → dry.
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3) Child Development & Learning Support

I can...

- Use age-appropriate expectations (infants vs toddlers vs preschoolers)
- Provide activities that support motor, language, and social skills
- Notice developmental progress and document observations
- Adjust activities so all children can participate



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- Support play as learning (not just “keeping busy”)

Try this:

- Ask: “What skill is this building?” (fine motor, turn-taking, vocabulary, etc.)
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4) Positive Guidance & Behavior Support

I can...

- Set clear, simple rules and teach them often
- Use calm voice and predictable consequences
- Redirect before behavior escalates
- Coach social skills (sharing, waiting, asking to join)
- Help children calm down without shame

Try this script:

- Replace “Stop running!” with “Walking feet.”
 - “You’re having a hard time. I’m here. Let’s breathe and try again.”
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5) Communication Skills (Kids + Coworkers + Families)

I can...

- Talk to children at their level with respectful language



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- Share daily updates with families (positive + factual)
- Handle concerns professionally (no blame, no gossip)
- Communicate clearly with coworkers during transitions
- Ask for help early when I need support

Try this family script:

- “Here’s what we noticed today. Here’s what helped. Let’s stay consistent together.”
-

6) Classroom Management & Routines

I can...

- Run smooth transitions (cleanup, line up, nap, lunch)
- Use attention getters and visual cues
- Set up the environment to prevent conflict (duplicates, defined areas)
- Keep materials organized and accessible
- Stay consistent even when the day is busy

Try this:

- Add a 2-minute warning + 1-minute warning before every transition.
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7) Inclusion & Supporting Diverse Learners



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I can...

- Use “some families...” language and avoid assumptions
- Offer choices (different ways to participate)
- Use visuals, schedules, and simple supports when helpful
- Respect sensory needs (noise, movement, breaks)
- Help children practice kindness and belonging

Try this:

- Offer 2 ways to respond: “Tell me or point to a picture.”
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8) Professionalism & Reliability

I can...

- Arrive prepared and ready to supervise
- Follow policies (ratios, discipline, documentation, confidentiality)
- Stay calm and respectful under stress
- Keep boundaries (appropriate touch, private conversations, phone use)
- Keep learning through training and feedback

Try this:

- When stressed, pause: breathe once, lower your voice, then speak.
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Mini Action Plan

My top 3 skills to strengthen this month:

1. _____
2. _____
3. _____

One small habit I will practice daily:

Who can support me (coach/lead/mentor):



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