

Site Visit Readiness Checklist

Before the Visit: Planning & Communication

- ✓ Confirm your program's schedule and closure dates are in the Early Learning Hub → Sites and Certificates → Program Site record.
 - ✓ Notify staff and families about the upcoming visit and its purpose.
 - ✓ Prepare a quiet space (office or staff area) for the assessor to check in, store materials, and complete documentation.
 - ✓ Review the [Site Visit Protocols](#) – a key resource that provides details on what you can expect from NAEYC when completing a site visit that includes the [2025 observation-based assessment items](#).
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Program Information & Materials

- ✓ Ensure your program and contact information in the Early Learning Hub are up to date.
- ✓ Verify that the Classes listed in the Early Learning Hub are current and accurate, include age groups served in each classroom.
- ✓ Verify that the Staff list in the Early Learning Hub is current and accurate.
- ✓ Ensure all staff's required documentation (First Aid / CPR) is current.
- ✓ Make sure the current license or regulatory certificate is current, in good standing and available or displayed.

Classroom Readiness

- ✓ Ensure environments reflect everyday practice — no special setup is needed.
 - ✓ Maintain clean, safe, and welcoming spaces throughout the day.
 - ✓ Verify supervision: children are always within sight and sound.
 - ✓ Confirm that classroom materials and activities reflect the program's philosophy and promote developmentally appropriate practice.
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Staff Preparation

- ✓ Ensure your staff have reviewed the [Observation Tool](#) and had opportunities to conduct mock observations with their peers.
- ✓ Brief educators and staff about what to expect:
- ✓ The assessor will observe quietly for one continuous hour per class.
- ✓ No need to “perform” or change routines.
- ✓ Assessors do not evaluate staff personally — they look at overall program quality.
- ✓ Make sure at least educator that has current Pediatric First Aid and CPR certification is present in each classroom, at all times.
- ✓ Make sure if the program administrator is out, someone is designated as the point of contact for the visit.
- ✓ Tip to Share with Staff: Think of the site visit as a moment to showcase your everyday excellence — not a performance or inspection. Your daily routines and relationships are what demonstrate quality.

During the Visit

- ✓ Welcome the assessor and participate in the Orientation Meeting (confirm classroom schedules, naptimes, and classes/age groups served along with interview questions to provide the assessors with some information that will support the assessment process).
 - ✓ Conduct a brief tour of the program including all indoor and outdoor learning environments.
 - ✓ Continue with your regular daily routines — meals, outdoor play, transitions, rest, and stay consistent with educator/class assignments.
 - ✓ Maintain confidentiality and do not ask about scores or outcomes.
 - ✓ Participate in the Closing Meeting — be ready to discuss any health/safety items, answer any follow-up questions, and receive feedback from the assessor. [Click here for the forms used by the assessor](#), which include the interview questions.
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Health & Safety (Required Items Check)

Your program must meet 100% of required items to achieve or maintain accreditation. [Click here for a list of required items](#).

Confirm the following:

- ✓ O.6.10 (All Ages) - Staff never use physical punishment and do not engage in psychological abuse or coercion.
- ✓ O.6.11 (Infants & Toddlers) - Infants and toddlers are always supervised by sight and sound.
- ✓ O.6.12 (Preschoolers & Kindergarteners) - Preschoolers and kindergarteners are supervised by sight and sound most of the time. Children may be out of sight for up to five minutes so long as they can still be heard.

- ✓ O.6.13 (All Ages) - There is always at least one educator with current pediatric CPR and first aid training in the learning environments where children are present.
 - ✓ O.6.14 (Infants) - Staff always place infants younger than 12 months on their backs to sleep without the use of sleep positioners unless ordered by a physician.
 - ✓ O.6.15 (Infants) - Infants are only placed to sleep, or permitted to sleep, in equipment that is specifically designed for infant sleep. When infants fall asleep in a staff member's arms the infant is placed to sleep in appropriate equipment.
 - ✓ O.9.04 (All Ages) - The class observation was free of unusual circumstances or critical issues (not otherwise covered in this observation tool) that should prevent this class from passing.
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After the Visit

- ✓ Expect to receive your site visit report and accreditation decision within 45 days via the Early Learning Hub.
 - ✓ Review your results with your team — celebrate strengths and identify opportunities for growth.
 - ✓ Reach out to NAEYC if clarification or support is needed.
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NAEYC Support Team

- ✓ Email us at accreditation.information@naeyc.org
- ✓ Call us at 800-424-2460, option 3