



Family Interview Process

1. Introduce self, co-provider and assistant as appropriate. Allow them to tell a little about their role in the program.
2. State qualifications, including how long have been providing care and any additional related experiences
3. Hand prospective parent contact information and a copy of program handbook
4. Give a brief overview of the care provided and program's philosophy and mission
5. Encourage parent to ask questions as topics are addressed (i.e. routine, guidance, potty training, meal time expectations, communication methods, etc.)
6. Ask parents questions about what they expect from child care and providers
 - How old are your children? How many do you need care for?
 - Do any of them have special needs (allergies, disabilities, etc.)
 - What days and times do you need care for? Will payment be made privately or through Child Care Assistance?
 - Would they be part time or full time?
 - Do you need care for work or school hours?
 - What kind of sleeping and eating routine do they have at home?
 - Describe an example when guidance and discipline was used at home.
 - Will anyone other than mom or dad be picking up child from care?
 - What do you expect from me as the child care provider?
 - Communication is important. What is the best way to connect with you while the child is my care?
7. Invite the parents on a tour of the home business
 - Should include all areas that the children have access to, including sleep, activity and outdoor areas
 - Allow them to thoroughly look around
8. If possible, introduce parents to pets.
9. Encourage parents to keep their options open to make the best decision to fit the needs of their child
10. In conclusion, thank the parents hope to hear from them soon on their decision. Set a deadline for notification if applicable,