

In-Person Interview Outline

Print and use during each onsite interview with child care providers.



Name of Provider/Program: _____

| QUESTIONS | ANSWERS |
|---|---------|
| <p>1. What is your program philosophy?</p> <p>▶ This should help clarify the provider's approach to child care.</p> | |
| <p>2. Describe a typical day for a child in your care. Do you have a copy of the daily schedule?</p> <p>▶ Play time should occur in large blocks (at least an hour) during the day.</p> | |
| <p>3. What is your policy on discipline?</p> <p>▶ A program should not use practices that frighten, humiliate or harm children.</p> | |
| <p>4. How many teachers will the group of children have in a day? Generally, what is the education, training and experience of the provider/teacher?</p> <p>▶ Training and experience can indicate commitment and professional achievement.</p> | |
| <p>5. How many snacks or meals are included/what kind of foods are provided? Is a monthly or weekly menu provided or posted?</p> <p>▶ Nutrition is important; a good program will have ready answers to these questions.</p> | |
| <p>6. What forms need to be filled out and on file? Is there a contract to sign? Does a deposit need to be made? Is there a trial period/how long?</p> | |
| <p>7. Ask for written policies, procedures, and parent handbook. Ask more specifically about: withdrawal policies, late pick-up fees, vacation days, sick children, etc.</p> | |
| <p>8. What are the hours of operation? Will you allow early or late pick-up and drop-off for special circumstances?</p> | |
| <p>9. Why should I choose your program?</p> | |
| <p>10. What distinguishes your program from others?</p> | |
| <p>11. Ask for a tour of the center/home. Use a checklist for things to look for (such as clean and safe toys, areas for quiet and active play, children are greeted and talked to at the child's eye level, etc.).</p> | |
| <p><u>Other questions you may have:</u></p> | |