

In-Person Interview Outline

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



**Child Care Resource
& Referral Network**

POWERED BY  THRIVING WISCONSIN

Name of Provider/Program: _____

QUESTIONS	ANSWERS
1. What is your program philosophy? ▶ This should help clarify the provider's approach to child care.	
2. Describe a typical day for a child in your care. Do you have a copy of the daily schedule? ▶ Play time should occur in large blocks (at least an hour) during the day.	
3. What is your policy on discipline? ▶ A program should not use practices that frighten, humiliate or harm children.	
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? ▶ Training and experience can indicate commitment and professional achievement.	
5. How many snacks or meals are included/what kind of foods are provided? Is a monthly or weekly menu provided or posted? ▶ Nutrition is important; a good program will have ready answers to these questions.	
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?	
7. Ask for written policies, procedures, and parent handbook. Ask more specifically about: withdrawal policies, late pick-up fees, vacation days, sick children, etc.	
8. What are the hours of operation? Will you allow early or late pick-up and drop-off for special circumstances?	
9. Why should I choose your program?	
10. What distinguishes your program from others?	
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.).	
<u>Other questions you may have:</u>	