

ON-SITE INTERVIEW FORM

Program/provider name: _____

Program/provider address: _____

Interview date and time: _____

Directions: _____ (date) _____ (time)

I. PROGRAM

1. What values and beliefs guide the child care program and its staff?

Things to consider:

2. Is the program centered on the children's needs? Yes No

3. Is the provider concerned about safety? Yes No

4. Are children valued and encouraged? Yes No

5. What expectations would this program have of my child (e.g., behavior, level of functioning, participation)?

6. What group would my child be in and what is that group's routine?

7. What type of discipline do you use?

8. How frequently are children disciplined?

9. What type of behavior warrants discipline?



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10. Describe the educational activity part of your program.

11. Does your program have any special components?

Examples of special components may include

- | | | |
|--|------------------------------|-----------------------------|
| a. Religious or cultural focus | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Recreation activities such as dance or gymnastics | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Computer classes | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. Scouts | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

II. STAFF

COVERAGE:

12. How many children are you responsible for? _____

13. What is the schedule for the staff?

(In centers, there will be different staff throughout the work day because most centers are open at least 12 hours a day.)

14. What is your plan when the person ordinarily responsible for caring for my child is absent?

15. Is it likely that my child will have the same provider for at least a year? Yes No

16. How long has the provider been in operation? _____

17. For centers: How long has the person who will be my child's teacher been with your program? _____
 (length of time with program)

18. Is the staff turnover low? Yes No

19. How often does a teacher leave? _____

20. For centers: How frequently do children change classes?

(High staff turnover is harmful. It discourages children from forming trusting and secure relationships.)



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QUALIFICATIONS:

21. Generally, what is the educational background of the child care staff and particularly those who will work with my child?

22. Generally, what experience does the staff have working with children and particularly those who will work with my child?

23. Have the necessary criminal background checks been conducted on all persons directly involved with the children? Yes No

(It is good practice, and in some cases required by regulations, to require criminal records checks, Child Protective Services Central Registry checks, and TB tests.)

24. Is someone always present who is certified in First Aid Yes No

Cardiopulmonary resuscitation (CPR) Yes No

Rescue Breathing Yes No

25. Tell me about your staff development plan.

26. What kind of orientation does staff receive?

27. Are child care staff required to attend some training every year to improve child care skills? Yes No

(Try to get a sense of whether the provider supports education and training of staff.)



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III. PARENT INVOLVEMENT

28. What are approved ways parents can be involved in the program?

29. How are parents kept informed of and involved in their children's learning experiences?

30. Are parents encouraged to visit the program?

Yes No

(Note: Section § 63.2-1813 of the *Code of Virginia* guarantees parents or guardians the right to access the center/home whenever their children are in care, unless a court has ordered otherwise.)

31. What are my responsibilities in addition to financial obligations?

IV. RULES

32. What are the rules children and parents must abide by?

(Too many rules may be a sign of an overly controlled environment or may make it difficult for your child to earn approval and success. Too few rules may indicate insufficient planning or structure.)

33. What is your policy on ill children?

34. Are pets allowed at the facility?

Yes No

35. If allowed, what animals currently reside at the facility? _____

36. Are all required immunizations current?

Yes No

37. Are there visitors in your center/home during the hours children are being cared for?

Yes No

38. If so, please explain who and why they are there and how often they visit?



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V. MEDICATION

39. What is your policy on giving prescription and non-prescription medications to children in your care?

40. Where are medications kept?

(Medications should be kept out of reach of children.)

VI. HEALTH AND SAFETY

41. What is your plan for handling emergencies?

42. Are there any firearms or weapons on the premises? Yes No

43. If so, are they kept locked and out of reach of children? Yes No

44. Do you transport children? Yes No

45. If so, do you use appropriate seat belts and car seats for each child? Yes No

VII. BUSINESS

46. How long have you been in business? _____

47. Do you have any plans for closing your business or retiring? Yes No

(This is a particularly important question for family day homes.)

48. What are the hours of operation? _____

49. What days/weeks will the program be closed? _____

50. Are you regulated or licensed by the state? Yes No

Regulated Yes No Licensed Yes No

51. If so, what is the name of the licensing inspector? _____

52. What organizations have you been certified/accredited by?



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VIII. COSTS

53. What is the charge for care? _____
(Sometimes there is a sliding fee scale.)

54. What does it include?

55. Are there additional charges for things like transportation or field trips? Yes No

56. What is the method of payment (cash, check; due date)?
Cash Yes No
Check Yes No
Due date _____

57. In January of each year, will you provide me with a statement of the total amount of money I have paid you for the previous year and your federal identification number? Yes No

58. Is there a minimum enrollment period? Yes No
(Most places require at least two weeks notice/paid service prior to termination and will provide you with two weeks notice. Some schools require enrollment for the entire school year.)

59. What do I need to supply (e.g., food, diapers, toys, equipment)?

60. What equipment do you have?
(Ask about specific types of equipment required by your child now and in the future, e.g., cribs, car seats, high chairs, strollers, toys/climbers, computer)

61. Will I be charged for days my child is absent from the program (e.g., illness, vacation)? Yes No

IX. REFERENCES

62. Please provide me with at least three names of parents of children who have received care from your facility.
(At least one reference should be a parent of a child currently enrolled in the program who is not related to the provider.)

(1) _____
(2) _____
(3) _____

