

In-Home Childcare Interview Checklist

Children

- Names, ages, and grade levels
- Interests and extracurricular activities
- Academic strengths and weaknesses
- Special abilities or talents to be encouraged
- Developmental milestones, particularly in preverbal children
- Personalities and dispositions
- Any medical, emotional, or other developmental conditions

Parents

- Marital status (if divorced and remarried, for example)
- Where employed
- Work hours
- Additional hours that childcare would be needed
- Parenting style
- Past caregivers used and reason employment ended

Household and Neighborhood

- Any other relatives living in the home
- Pets
- Children's school
- Location of libraries and parks in the area
- Location of hospital and pediatrician's office

Nanny's Background

- Where she grew up
- Size and make-up of her family
- Schools attended
- Highest educational level achieved
- Specific schoolwork in childcare field
- Work history, particularly past childcare positions
- Reason for choosing childcare profession
- Professional association or other memberships
- First aid or CPR training

Nanny's Personality

- Personality traits: outgoing/introspective; optimistic/pessimistic; calm and collected/nervous and high strung; and so on (her perception of her personality)
- Interests and hobbies (look for a match with your family's interests)
- Comfort level caring for different types of children (preferences for girls or boys, infants or school-aged)

Nanny's Philosophy

- Discipline methods used
- Handling of various situations, such as child refusing to get on school bus, weaning toddler from a pacifier, and so on
- Learning activities provided for the children
- Other activities for children (*e.g.*, crafts, outings, sports)
- Whether she allows children to help with household tasks
- Moral beliefs held

Nanny's Responsibilities

- Childcare duties (be specific—for example, bathing children, supervising daily piano practice)
- Housekeeping duties (again, be specific—for example, preparing two meals per day, making beds, tidying up children's play area)
- Activities to be done with children
- Transporting children to school or activities (ask to see driver's license and proof of automobile insurance)
- Caring for pets
- Recognizing signs of illness or injury

Terms of Employment

- Work hours
- Compensation (how much and when paid)
- Vacation and paid holidays
- How taxes are to be handled
- Later-born children
- Insurance or other benefits
- Use of family vehicle
- Written consent for background check before offer is extended

House Rules or Policies

- To whom the children may be released (relatives, friends' parents)
- Nanny's and children's use of telephone, computer, television, electronic games, and so on
- Smoking (whether permitted or not; if so, where and at what times)
- Dietary requirements of family (for example, vegetarian, lactose-free)