



child development dayhomes  
peace of mind

**Parent-Educator Contact Card**

Date contacted: \_\_\_\_\_

Parent's Name(s) and Phone number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Children's names and ages:  
\_\_\_\_\_  
\_\_\_\_\_

Drop off /pick up time: \_\_\_\_\_

Schedule Details: \_\_\_\_\_

Start date: \_\_\_\_\_ Fee: \_\_\_\_\_

Interview date and time: \_\_\_\_\_

**Checklist for when you get a call from a parent:**

- ◇ Ask for the child(ren's) age(s) and start date
- ◇ Share your hours of operation and discuss the family's schedule.
- ◇ Share your fee based on the schedule discussed.
- ◇ Book a date and time for the interview. Request that the child(ren) is present at the interview.

(Cut here)



child development dayhomes  
peace of mind

**Parent-Educator Contact Card**

Date contacted: \_\_\_\_\_

Parent's Name(s) and Phone number(s):  
\_\_\_\_\_  
\_\_\_\_\_

Children's names and ages:  
\_\_\_\_\_  
\_\_\_\_\_

Drop off /pick up time: \_\_\_\_\_

Schedule Details: \_\_\_\_\_

Start date: \_\_\_\_\_ Fee: \_\_\_\_\_

Interview date and time: \_\_\_\_\_

**Checklist for when you get a call from a parent:**

- ◇ Ask for the child(ren's) age(s) and start date
- ◇ Share your hours of operation and discuss the family's schedule.
- ◇ Share your fee based on the schedule discussed.
- ◇ Book a date and time for the interview. Request that the child(ren) is present at the interview.

**Interview Checklist**

1. Introduce yourself and your dayhome including what makes your dayhome unique. Why should they choose you?
2. Family tours your dayhome and discusses routines, programming, your philosophy, parent's expectations.
3. Ask the family, "Is there anything you want me to know about your child?" (Ex. Dietary needs, allergies, medical, if they have been in care before).
4. Let the family know they will need to let you know by a certain date so that they can secure their spot.

**Make a decision based on Goodness of Fit**

1. Is this child the right fit?
2. Are the parents the right fit?
3. Should I use drop-in days first?

**Ready to Register?**

1. Let your consultant know the family will be calling the office to register
2. Provide your consultant with parent name, children's ages, the schedule, and the fee.

(Cut here)

---

**Interview Checklist**

1. Introduce yourself and your dayhome including what makes your dayhome unique. Why should they choose you?
2. Family tours your dayhome and discusses routines, programming, your philosophy, parent's expectations.
3. Ask the family, "Is there anything you want me to know about your child?" (Ex. Dietary needs, allergies, medical, if they have been in care before).
4. Let the family know they will need to let you know by a certain date so that they can secure their spot.

**Make a decision based on Goodness of Fit**

1. Is this child the right fit?
2. Are the parents the right fit?
3. Should I use drop-in days first?

**Ready to Register?**

1. Let your consultant know the family will be calling the office to register
2. Provide your consultant with parent name, children's ages, the schedule, and the fee.