



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: _____

When you get a call from a parent:

1. Ask for the child(ren's) age(s) and start date
2. Share your hours of operation and discuss the family's schedule.
3. Share the fee based on the schedule discussed (see back for more details)
4. Book a date and time for the interview. Request that the child(ren) is present at the interview.

Ready to Register?

1. Provide the family with your consultant's phone extension and/or email for the family to contact to register.
2. Let your consultant know the family will be registering. Provide parent names, children's ages, schedule, and supplementary fees.



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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 confirm by a certain date so that they can secure their spot.
5. Make a decision based on Goodness of Fit: Is this child the right fit? Are the parents the right fit? Should I use drop-in days first?

Fee Information:

Hours	Age	Total fees—grant + parent portion	Agency fee	Educator earns after agency fee	Supplementary fee is optional for parents and may be added for the following:
100+/month	0-19months	\$1566/month	\$158/month/child	\$1408	⇒ Extended hours (before 6 am, after 6 pm or weekends)
50-99/month	0-19months	\$1018/month	\$100/month/child	\$918	⇒ Transportation, Field Trips, cultural activities, ⇒ on-site experiential learning, specialized classes
100+/month	19mo-Kinder	\$1416/month	\$158/month/child	\$1258	• <i>Supplementary fees are optional and can be included or excluded by parents.</i>
50-99/month	19mo-Kinder	\$920/month	\$100/month/child	\$820	• <i>Supplementary fees are subject to audits requiring you to provide proof to the government</i>

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