



# Unlocking the Learning

## M8.2 Conducting Effective Interviews

Interviewing families is a crucial step in establishing successful partnerships in your family child care business. This process is not only about showcasing your childcare space but also opening your home and family life to potential clients. It's a significant decision that will impact both your family's life and the families you serve.



### Setting Up the Interview Space

Your interview space should offer a glimpse into the areas where children will be cared for. Ensure it is clean, organized, and child-friendly. Showcase play areas, rest zones, and meal spaces. Be clear about whether you provide equipment like high chairs or booster seats or if parents need to provide these.



### Documentation

Provide parents with essential documentation during the interview, including the formal contract, permission or

consent forms, fee schedules, holiday dates and rates, closure dates (e.g., vacations), inclement weather protocols, and emergency procedures.

### Childcare Interview Options

Consider conducting interviews in various settings. While initial interviews are best held in your childcare space without children present, you may meet the child at their home or in a separate visit to your space. Choose a style that works for you but ensures that all essential information is covered.

### Deciding What to Share

Transparency is key. Discuss your childcare philosophy, behaviour guidance strategies, routines (toilet learning, nap times), and any religious practices with prospective families. Be open, honest, and transparent to help you make informed decisions when offering a childcare space to a family.

### Allow Families to Ask Questions

Allow parents to ask questions, tour your childcare space, and meet family members and pets if applicable.



Interviews play a significant role in establishing a successful family child care business. Being transparent, respectful, and professional throughout the interview process helps build strong partnerships with families.

Don't rush into decisions; let both parties reflect on the experience. When offering a childcare space, set a time for contracts to be signed and explained. Ensure parents understand essential policies and procedures. Open communication channels and always be available for discussion with parents.