

Family **INTERVIEW FORM**

Family Information and Emergency Numbers

Today's date: _____

Family name: _____

Home phone number: _____

Address: _____

E-mail address: _____

Nearest cross-street: _____

Phone number where parent can be reached during babysitting job: _____

Child's name	Age	Weight	Medicines	Allergies	Medical problems

Mobile phone number: _____

Neighbor's name and phone number: _____

Name and phone number of an adult who can make decisions if the parent cannot be reached: _____

Local emergency phone number: _____

Doctor's name: _____

Doctor's phone number: _____

Name of preferred hospital to be used in an emergency: _____

National Poison Control Center (PCC) hotline: (800) 222-1222

Household Rules and Discipline

1. What are the household rules?
2. How would you like me to handle misbehavior?
3. Do the children need to complete any homework or chores? If so, when should the children complete their homework or chores? Will they need assistance?

Safety and Play

1. Would you take me on a tour of your house?
2. I would like to go over the Safety Inspection Checklist with you. Is that okay?
3. Does your family have a fire escape plan? If not, can you have one in place before I begin?
4. Do your children know what to do in a fire emergency?

Note: Families can find out more about how to be prepared for fires and other emergencies by contacting their local American Red Cross chapter or visiting www.redcross.org/disaster/masters/.

5. Does your house have working smoke alarms? Carbon monoxide alarm? Fire extinguisher? Where is the shut-off valve for water, electricity and gas?
6. Is it okay to take the children outside to play?

7. Should I apply insect repellent or sunscreen to the children before they play outside? If so, what insect repellent or sunscreen should I use? Do any of the children have allergies or sensitivities to any of them?
8. Do you have any pets that I need to care for? Are they friendly to strangers?
9. May I meet your children (and pets) before I babysit?
10. What are your family's rules for play? What are your family's rules for watching TV, using the computer and playing video games?
11. What are your children's favorite toys and play activities?
12. Are there any play areas, toys or activities that are off-limits or restricted?
13. How do I work the door and window locks?
14. Do you have an electronic security system? Would you like me to use it and can you please show me how it works? What should I do if it is mistakenly set off?
15. Where is your first aid kit kept?

16. Where is your emergency preparedness kit kept?

Note: Families can find out more about how to prepare for emergencies by contacting their local American Red Cross chapter or visiting www.redcross.org/disaster/masters/.

17. Is there a spare house key for me to use?

Basic Child Care

1. How do you want me to handle hand washing?

2. How do you want me to handle brushing and flossing teeth?

3. What can your children eat and drink? Do they have any food allergies?

4. Will I be preparing any simple meals?

5. What are the routines for diapering and/or using the toilet? Where are baby wipes and cleaning materials kept? Where do you want me to put dirty diapers and soiled disposable gloves?

6. What are the routines for quiet time, bedtime and naps? When is bedtime? Do your children have a favorite bedtime story? Do they like a light on? Do you prefer their door open or closed? Do they sleep with particular blankets or stuffed animals?

7. What do you want your children to wear for outdoor play? For naptime? For bedtime?

8. Where do I put dirty clothing?

9. Would you please show me any special equipment I might be using to take care of the children?

10. Are there any medical conditions or medications that I should be aware of? If the child is taking medication, where is it kept? Would you please fill out this Parental Consent and Contact Form? Does your child have an AAP Emergency Information Form for Children With Special Health Care Needs? Would you provide a copy that I can give to EMS and/or hospital personnel in case of an emergency? Are there special instructions or precautions I should be aware of?

Note: If the parents do not fill out the Parental Consent and Contact Form you should not give the children any medications.

11. Do your children have any other specific care needs or routines that I should know about (e.g., tutoring, music or sports practice, faith practices)?

12. Do your pets need any special care?

13. Is there anything else I need to be aware of?

Business Basics

1. What is the date and beginning and ending time of the job?
2. Should I answer the phone? If so, how should I do so?
3. Are there any rules I should observe in your home? May I use the TV, radio or computer?
4. May I make a short personal call? Am I allowed to do homework once the children are asleep? May I fix a snack?
5. I usually charge \$_____ for my hourly rate. Is that okay?