

Preschool Program Interview Template

Research indicates that the director or 'lead' teacher has a direct impact on the development of the curriculum in a preschool program.

It is important to interview the director or 'lead' teacher to determine the philosophy of the preschool program. The outcome of this interview, along with your 'first' impression and try out of the program will assist parents to know if this is the right preschool program for your child.

Name: _____

Preschool: _____

Community Information: _____

Contact Information: _____

Policies, rules and guidelines :

1. What are the preschool credentials? Current license, accreditation, last report card from licensing body?
2. What are your hours of operation? Days, times, holidays, program start and finish.
3. Drop off and pick up times, how are they monitored and responsibilities:
4. Parent responsibilities: participation, parent handbook and orientations.
5. Fees: how much and how often?
6. Is there room for my child? If not, what is the wait list time?

Staffing: Teachers in the program must be prescreened and should have a minimum of an early childhood diploma and emergency training such as Infant and Child CPR.

1. What are the staff's credentials? Do they have specific training in the program's philosophy? Is there additional training available for curriculum development to support program philosophy?
2. How long has current staff been in the particular program?
3. What are the preschool program's policies regarding ongoing staff education? Do they support the staff by offering workshops or funds to promote ongoing learning?
4. What are the staff child ratios to support the preschool programs philosophies?

Program: A good preschool program will have well thought out curriculum supporting their school's philosophies with a variety of activities supporting group learning and the individual needs of each child.

1. What is their preschool program philosophy? Is there a particular curriculum they follow such as Montessori, Waldorf, Piaget, Reggio Emilia or other? If not what goals and objectives and teaching styles are used in the preschool program? What are some examples of the teaching program.
2. Are there field trips? Is this part of the program or is there an additional fee? Do the field trips support the goals and objectives of the preschool program?
3. Is there sufficient staff to support the program and the individual learning style of your child?
4. How do staff provide positive guidance for child management?

5. Is there any T.V or videos in the program? If so, what is the purpose and how does this support program philosophy?

Cleanliness: A good preschool program is clean and supports personal hygiene of children and staff. It also ensures a safe environment for children. Make time to observe the environment and practices of children and staff. At times, policy is not supported by practice. If practice does not support policy or equipment is poorly maintained, dirty and dingy keep looking.

1. Do teachers wash their hands? Do children wash their hands after toileting, before eating and after blowing noses? Do teachers encourage children in healthy practices?
2. Are toys and equipment well maintained? Are there loose objects and pieces in the area? How often are toys cleaned, replaced and replenished?
3. Is the facility well maintained? Have a maintenance program? How often is safety equipment checked and fire drills practiced?
4. Is the environment secure from someone walking in off the street and having direct access to children? What are their security policies?

Nutrition: Children require sufficient fuel to assist in their learning. Research indicates that children should eat at least every 2-3 hours. Food should be in small quantities and of good quality meeting guidelines for healthy eating.

1. What is the programs philosophy regarding snacks? Whose responsibility is it to provide the snacks? What do they offer? Are there food restrictions in the preschool program? When is snack time?
2. How do they support any special food requirements your child may have?

Other considerations:

1. Are the staff welcoming to you and your child?
2. Do they encourage you to look at the program and what it has to offer?
3. Do the children appear happy? Are they interacting with teachers? Are they responsive?
4. Are teachers encouraging children through conversation, eye contact and interactive participation with children on an individual basis? Are they allowing children to interact and learn from each other?
5. Ask for references of families using the school
6. What do you really want to know about this program? Write down all your questions in advance and create your own list.