



# Babysitter's Interview Form and Checklist

Before your first babysitting job for a family, complete this form with the child's parent or guardian to make sure you get all the information you need to do your job right. Have the child's parent or guardian confirm the answers to any questions that were already asked during your phone interview. Keep track of the questions you've asked by checking off the boxes. You can write down the answers or any notes to yourself in the space provided.

Today's date: \_\_\_\_\_

## Family Information and Emergency Numbers

What is your family name? Ask the child's parent or guardian to confirm the spelling.

\_\_\_\_\_

What is your home phone number? \_\_\_\_\_

What is your home address? \_\_\_\_\_

\_\_\_\_\_

What is your e-mail address? \_\_\_\_\_

What is the nearest major intersection to your home (ask the child's parent or guardian to provide directions if the family lives in a rural area)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your mobile phone number? \_\_\_\_\_

At what phone number can I reach you during my babysitting shift? \_\_\_\_\_

What is the name and phone number of an adult who can make decisions if you cannot be reached?

\_\_\_\_\_

Is there a neighbour or trusted adult nearby who I can call in an emergency?

\_\_\_\_\_

- What are your local emergency phone numbers?

Ambulance: \_\_\_\_\_

Fire department: \_\_\_\_\_

Police: \_\_\_\_\_

Poison control centre: \_\_\_\_\_

- Will you be leaving the child's health card? If so, where can I find it?

\_\_\_\_\_

*NOTE: Keep all the emergency contact details near the phone where you are babysitting or save them to your mobile phone.*

## Household Rules and Discipline

- Where in the house are telephones located?

\_\_\_\_\_

- Should I answer the phone if someone calls while I'm babysitting? If yes, how do you prefer I do so?

\_\_\_\_\_

- What parts of the house are off-limits to me and the child?

\_\_\_\_\_

- May I leave the house with the child? If yes, where are we allowed to go?

\_\_\_\_\_

- What foods may the child not eat? What foods am I not allowed to eat?

\_\_\_\_\_

\_\_\_\_\_

- Does the child have allergies? If yes, what are the allergies?

\_\_\_\_\_

\_\_\_\_\_

- If you have a spare key to your home, where do you store it?

\_\_\_\_\_

- Does a neighbour have an extra key to your home? Who else has a spare key or knows where you store it?

\_\_\_\_\_

\_\_\_\_\_

- Are there any rules for the child using the telephone, stereo, video game console, TV, computer, tablet, or any other electronic device?

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- May I watch TV and use the computer/tablet? \_\_\_\_\_
- May I fix myself a snack? \_\_\_\_\_
- Are there any other rules I should observe in your home? \_\_\_\_\_

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## Safety and Play

- May I have a tour of the house? \_\_\_\_\_
- Where do you keep the first aid kit or first aid materials? \_\_\_\_\_
- Where do you keep a flashlight? \_\_\_\_\_
- What is your family's emergency escape route? If you do not have one, can one be in place before I begin?

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- Does your child know what to do in an emergency, such as a fire? \_\_\_\_\_

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- Should I apply insect repellent or sunscreen to the child before he/she plays outside? What should I use?

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- If you have pets, are they friendly? Will I need to care for them? If so, what are the care instructions?

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- What are your child's favourite toys and play activities? \_\_\_\_\_

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- Are there any toys or play activities that are off-limits or restricted? \_\_\_\_\_

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*NOTE: An older child might say something like, "My daddy always lets me climb this tree." This may be true, but if the child's parent or guardian hasn't told you this and you think the child may get hurt, always put safety first.*

- How do I work the door and window locks? \_\_\_\_\_

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- Does your home have an electronic security system? Would you like me to use it? If so, can you please show me how it works? What should I do if it is mistakenly set off?

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### **Routines and Basic Child Care**

- What is the child's bedtime routine? \_\_\_\_\_

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- What are the routines for quiet time, bedtime, and naps? For example, does the child have a favourite bedtime story? Does he/she like to leave a light on? Do you prefer the bedroom door be kept open or closed? Does the child like to sleep with a particular blanket or stuffed animal? \_\_\_\_\_

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- How should I ensure that the child washes his/her hands? \_\_\_\_\_

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- How should I ensure that the child brushes and flosses his/her teeth? \_\_\_\_\_

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- Will I be preparing simple meals? \_\_\_\_\_

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- What are the routines for diapering or using the toilet? Where are the baby-wipes and other cleaning materials kept? Where should I put dirty diapers and soiled disposable gloves? \_\_\_\_\_

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- What clothing should the child wear for outdoor playtime, naptime, and bedtime?

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- Where do I put dirty clothing? \_\_\_\_\_

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- Does your child have any needs, medical conditions, or medications that I should be aware of?

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- Do I need to give medication to the child? If yes, I will need your written permission to do so, along with written instructions on how to give the medication. Are there any precautions I should be aware of?

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- If the child is taking medication, where is it kept? \_\_\_\_\_

Child's Name	Age	Medication	Medication Instructions

*NOTE: Review the instructions for giving medication with the child's parent or guardian before you are left alone with the child. If you're not given written permission and instructions for giving the child medication, you should not give the child any medication, except for life-saving medication (asthma rescue inhalers and EpiPen® Auto-Injectors).*

- Will I be using any special equipment when taking care of the child? If so, will you please show it to me?

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- Does the child have any scheduled activities or routines that I should know about (for example, tutoring, music or sports practice, or faith practices)? \_\_\_\_\_

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- Is there anything else I need to be aware of? \_\_\_\_\_

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## Business Basics

- What date(s) do you need me to work and at what time do you need me to start and end my shift(s)?

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- I usually charge \$\_\_\_\_\_ per hour. Is that okay? \_\_\_\_\_