

## Step 4 Check References

References are extremely important. Ask for more than one reference, preferably people who know her as a caregiver. Check all the references. Ask the references for specific information about this person as a caregiver of young children. You might ask them if they would leave their child with this person.

## Step 5 Introduce the Caregiver to Your Children

Take some time to see the caregiver and your children together in your home before you make a final decision.

- How does she behave with them?
- Is she friendly, responsive and warm?
- How do the children respond to her?
- Do they seem to have a good personality match?
- Do they seem to like and trust her?
- Is this the person you want to care for your children?

## Step 6 Make A Decision

Do you trust this person to be in your home alone with your children? Rely on your own intuition and judgment. Offer the position to the caregiver you like best.

## Step 7 The Written Agreement

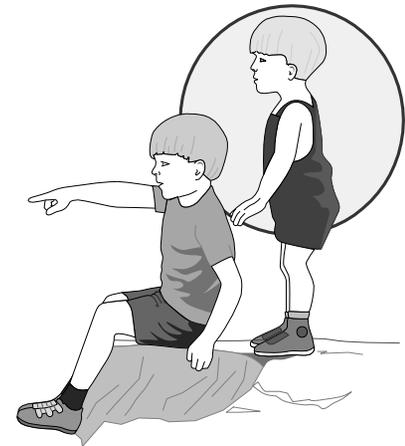
Talk with the caregiver about what the written agreement will say. Write the agreement for each of you to sign. For more information about how to do this, ask for the following information sheets:

- *Writing A Parent-Caregiver Agreement*
- *Deciding on a Fair Wage for Your In-Home Caregiver*

***This brochure is available in:***  
Chinese, English, Farsi, French, Punjabi,  
Spanish and Vietnamese

Selecting An In-Home Caregiver July 2005

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Produced by  
Westcoast Child Care Resource Centre  
2772 East Broadway  
Vancouver, BC V5M 1Y8  
604.709.5661 1.877.262.0022  
www.wstcoast.org

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## Step 1 Look for Some Caregivers

It's a good idea to meet several caregivers before choosing the person to care for your children. Some parents advertise in the newspaper and put up notices in community centres, schools, neighbourhood houses and other public places. It sometimes helps to let lots of people know you are looking for an in-home caregiver.

## Step 2 The First Contact

When you have a few caregivers' names, telephone those who are most interesting to you. Briefly describe your child care situation and ask them if they want to talk with you about the work.

Example:

*"I need someone to take care of my two children aged 18 months and 4 years old. I usually work Monday to Friday from 3:00 until 11:00 pm. Are you interested in discussing this work with me?"*

If the caregiver is interested, ask her a few short questions to begin to get to know her.

Examples:

*"What experience have you had looking after children?"*

*"How does my work schedule fit with your schedule?"*

*"Do you have references?"*

If you want to know more about the caregiver, set a time and place for an interview.

## Step 3 Interview Some Caregivers

Interview more than one caregiver. Although interviews and reference checks take a lot of time, it can mean the difference between a great caregiver and a not-so-good one. It's a good idea to meet each caregiver alone first, and then introduce the one or two caregivers you like best to your children later on. This way you can have quiet uninterrupted adult discussion first.

At the interview, describe the job as clearly as you can. Talk about

the exact duties, hours, salary, benefits and your expectations.

Ask questions about the caregiver's past experience, training, other work experience, and her driving record if that's applicable. A criminal record check is recommended.

Ask the caregiver to talk about how she guides children's behaviour. Does this fit your way of discipline? Asking 'what if...' questions might give you some ideas about the caregiver's knowledge, skills and style of caregiving.

Examples:

- *'What would you do if my 3 year old had a temper tantrum?'*
- *'What would you do if my 7 year old wet his bed?'*
- *'What would you do if my child became sick?'*

Encourage the caregiver to ask you questions too! Her questions about the job, your family and your children will tell you something about the kind of caregiver she is.