



Rhode Island Department of Human Services

Preadmission Family Conference: Guide to Conducting and Documenting
December 2025

A preadmission interview should be conducted prior to enrolling a child into a child care setting. This interview is important as it is an opportunity to gather essential information about a child and their family. By having this information, providers are better able to understand and meet each child's individual needs thus ensuring a smooth transition into the child care setting.

This document was designed to support providers in this interview and visit process. Below are suggestions to support this process. We recommend you use this guidance document in conjunction with the Preadmission Interview Form.

Child Information

Topics for Discussion/Documentation

- Name, gender, date of birth, address
- Current school, grade, teacher's name, and information on supports and/or accommodations (504/IEP)
- Previous child care experiences, including the name of the program and last date of attendance
- Medical information, including any known allergies, medications, or special needs
- Immunization records
- Child's strengths and needs

Parent/Guardian and Family Information

Topic for Discussion/Documentation

- Contact information, including addresses, phone numbers, and email addresses
- Employment information
- Emergency contacts (names, relationships, and phone numbers of individuals to contact in case of an emergency)
- Family history/background, including household composition
- Family traditions and/or customs
- Family's goals for the child

Program Information

Topics to discuss/Information to share with the family

- Curriculum or activities
- Tuition fees and payment schedules
- Policies and procedures