PREPARING YOUR CHILD CARE CENTER OR HOME FOR A SITE VISIT FROM AN ELECTED OFFICIAL

Sharing Your Story
1. Ahead of the site visit, practice your story and tour stops with your Child Care Resource & Referral (CCR&R) host.
   - Prepare a brief overview of the center/home, your experience and why you are a provider.
   - Prepare successes that relate to policy change such as accessing child care subsidies or QRIS dollars.
   - Think of a child care story or anecdote related to any policy asks you may have.

Showing Off Your Space
1. Prepare your tour route, including aspects such as:
   - Different areas/age groups
   - Areas or aspects that have been improved because of quality dollars or increased training
   - Other providers and their strengths
   - Daily schedules
   - Family engagement (events, day-to-day interactions)
   - Barriers: you are encouraged to share barriers, this is a key opportunity to show what is and isn’t working in child care.
     - For example: A provider shares they participate in CACFP but mentions it doesn’t cover all costs and can be an administrative burden, showing the binder where they keep all the paperwork.
     - For example: High provider turnover on staff due to low wages and no professional development opportunities is a burden to your small business.
2. Your space does not need to be changed for the elected official! You need not do anything to your space you wouldn’t do on a regular day. We want to show these elected officials the reality of child care. A tidy, safe space with a glue spill you are cleaning up as they walk in is better than an immaculate space where everything looks untouched.

Preparing Your Children
1. Prepare your children like it’s any other visit (parent tour, licensing, etc.).
2. When you bring the elected officials in with the children, feel free to introduce the elected official.
   - Introduce them using their title and give a brief description of what they do.
   - Have them introduce themselves if they feel comfortable!
3. **Allow time in the tour** for the elected official to interact with the children, if appropriate.
   - This can be as simple as them walking around during free play and asking children their names and what they are working on or as involved as having the legislator read a short story to a group. Work with your CCR&R host to figure out what works best; if it is an involved activity it should be included on an itinerary the CCR&R will provide to the elected officials’ office.

**Communicating with Families**
1. Make sure to **keep parents in the loop about the visit**. If a photographer will be present, they should also leave a signed photo waiver with you prior to the meeting.
2. **Encourage families to share questions** they’d like to ask the elected official with you.
   - Add it to the family engagement bulletin board as a prompt or include it in the family newsletter.
3. **Scheduling a voter registration drive** around the same time as the site visit is a great opportunity to connect the site visit to further action and remind the elected official that families and providers are active voters.

**Day-Of**
1. If you have the staff capacity, **have someone meet the elected official at the door** with the CCR&R host.
2. **Include any marketing materials** or other items you share with parents when they tour with the elected official. These can be included in the folder the CCR&R prepares for the elected official.
3. Throughout the tour, make sure you **leave space for questions and conversation**.
4. At the end of the tour, **reiterate the ask and thank the elected official** for their time and consideration.
   - Make sure to get a picture with the elected official.

**Follow-Up**
1. **Create a thank you card with children’s art** and a message thanking the elected official for their time.
2. **Set up a check-in call** with the CCR&R to discuss any next steps.
3. **Share photos taken** (if waivers are completed) on social media via the CCR&R social media accounts and the providers accounts and be sure to tag the elected official in the posts.