

CHILD CARE CHECKLIST QUESTIONS FOR PARENTS OR GUARDIANS

You can use this **Parent Checklist** to help you think about, explain, and communicate your family's rules to a caregiver that may be new to your household. This checklist will help you to talk about safety rules inside your home and out in the neighborhood. Take a little time to explain why you've made certain rules, so your caregiver understands exactly what they mean. Don't assume your caregiver will make certain decisions the same way you would – communicate your expectations! Use the back of this checklist to write down any specific instructions you may have.

- ✓ Have you left all the important and emergency phone numbers she will need? These should include police, fire, poison control center, ambulance/rescue squad, doctor, neighbors, friends, relatives, or others. Is the list up-to-date?
- ✓ Have you left your work phone number? Have you explained that it is a direct number, voice mail, or page? Is it OK for her to call you if she has a question or do you only want to be called in an emergency?
- ✓ Do you want her to answer your home phone, or leave calls to the answering machine? If the machine is on, how will you get through if necessary?
- ✓ Does she need a key to your home? Do you keep the doors locked at all times? Is there more than one door she should know about? What if she gets locked out? Is there an alarm system she should know about?
- ✓ Is there a thermostat/air conditioner control she should know about? Can she adjust the temperature if necessary?
- ✓ Do you have any pets? Have you explained where they will be kept while she is there?
- ✓ Have you reviewed your children's general schedule for the day? Did you include information about meals and snacks, nap times, homework for older children, or instrument practice?
- ✓ Are there any rules for watching TV, using the computer, or running electrical or kitchen appliances such a microwave or stove? Is there anything you don't want the caregiver or your older children to use?
- ✓ Do your children have rules about playing outside? Near your home? In your neighborhood? Can they go over to a friend's house?
- ✓ Can she take your young child in a stroller? Is there a local park nearby?
- ✓ Can older children walk or ride their bicycles around the neighborhood? Are helmets required?
- ✓ How much detail do you want from the caregiver when you come home? For babies, will it include food, sleep, bowel movements, and minor accidents? For older children, will it include food, homework, and TV time? Do you want the information in writing?