



# Child Care Instruction

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Parenting Specialist

When someone comes into your home to care for your child while you are away, you must leave specific instructions. This checklist will help you to remember what you want to tell the person you hire. Keep this list in a handy place where you and the person caring for your child can see it.

Family \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Parents Names \_\_\_\_\_

Children's Names \_\_\_\_\_ (age)

\_\_\_\_\_ (age)

\_\_\_\_\_ (age)

**Arrangements**

Time to arrive \_\_\_\_\_

Time to leave \_\_\_\_\_

Who provides transportation? \_\_\_\_\_

Rates per hour \_\_\_\_\_

per day \_\_\_\_\_

Check those that are allowed:

- inviting friends over
- television and radio use
- use of stereo
- use of telephone
- use of computer
- use of car

How to reach parents

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Oklahoma Cooperative Extension Fact Sheets are also available on our website at: <http://www.osuextra.com>

How to reach doctor/HMO/hospital

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How to reach relatives, friends, neighbors

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How to reach USE 911

FIRE DEPT. \_\_\_\_\_

POLICE \_\_\_\_\_

**Routines**

Menus and times for eating

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's scheduled activities and appointments

\_\_\_\_\_  
\_\_\_\_\_

Bed time \_\_\_\_\_

Nap time \_\_\_\_\_

TV allowed \_\_\_\_\_

Medicines \_\_\_\_\_

Outdoor Play \_\_\_\_\_

Computer use \_\_\_\_\_

**Special Instructions**

Baths \_\_\_\_\_

\_\_\_\_\_

Activities \_\_\_\_\_

\_\_\_\_\_

Discipline \_\_\_\_\_

Area of house off limits \_\_\_\_\_

Friends the children may invite over \_\_\_\_\_

\_\_\_\_\_

Pets \_\_\_\_\_

**Special Messages**

Please use the space below to write telephone messages and other things to remember.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Extra Jobs to Do**

prepare meals, snacks \_\_\_\_\_

wash dishes \_\_\_\_\_

clean \_\_\_\_\_

Oklahoma Cooperative Extension Parenting Programs Website: [fcs.okstate.edu/parenting/](http://fcs.okstate.edu/parenting/)

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