

## CARETAKER CHECKLIST

\_\_ DAILY + WEEKLY SCHEDULE

\_\_ MAKE SURE TO INCLUDE ANY SPECIAL SCHEDULE DETAILS REGARDING:

\_\_ *morning routine*

\_\_ *lunch routine*

\_\_ *after lunch/afternoon routine*

\_\_ *dinner routine*

\_\_ *bedtime routine*

\_\_ *general rules & expectations*

\_\_ *meal planning / food preparation*

\_\_ ADDRESSES (*include addresses for any locations your child will be taken to while you are away*)

\_\_ *school*

\_\_ *pediatrician*

\_\_ *sports / activities*

\_\_ *church*

\_\_ *friends' house*

\_\_ CONTACT NAMES & NUMBERS

\_\_ *pediatrician*

\_\_ *school (and teacher names & email/phone)*

\_\_ *in case of emergency*

\_\_ *friends / neighbors*

\_\_ MEDICAL INFORMATION (*instructions for medicines, vitamins, etc.*)

\_\_ MEDICAL AUTHORIZATION FORM

\_\_ INSURANCE CARDS

\_\_ DETAILS & HELPFUL INFORMATION

\_\_ *garage code / spare key*

\_\_ *tv/cable/dvd + remote to each instructions*

\_\_ *tv/cable favorite channels*

\_\_ *screentime instructions / limits*