

Child Care Back Up Plans

Sometimes child care arrangements fail due to family emergencies or illness. When this happens, you need to have a plan for who will care for your children. It could be a friend, neighbor or relative who is willing to provide back up care on a temporary basis.

If you are on Child Care Assistance, let your case worker know about your back up plans so that you will be eligible for payment when using these providers.

Plan # 1

Name _____
Address _____

Phone # _____
Availability _____

Payment Arrangement _____

Plan #2

Name _____
Address _____

Phone # _____
Availability _____

Payment Arrangement _____

Plan #3

Name _____
Address _____

Phone # _____
Availability _____

Payment Arrangement _____

Remember to provide your back up provider with information about your child including: your number, emergency numbers, medical information, normal routines, and who will pick up the child and when.

Check with your back up providers occasionally to make sure that they are still willing to provide care for your children. Respect the back up provider's willingness to help you. Give this person as much notice as possible. Be on time when you pick up your child, and remember to thank your provider.