

## **Template for Creating a Guide for Caregivers:**

### **Personal Information:**

Child's Name

Birthday

Names of Parents and Siblings

Phone numbers for you and other relatives/friends the sitter can contact if they can't reach you

Favorites (a short list of favorite toys, games, TV shows, favorite music, YouTube videos, etc.)

### **Emergency & Medical Information:**

List of allergies, health conditions (asthma, seizures, etc.)

Medications (list dosage and time of day/night to be given)

Action Plans for each allergy/condition

Instructions for any specialty/emergency medication- Epipen

Phone number for Pediatrician, police/fire dept, poison control

### **Daily Routines:**

Mealtimes-

- What time should meals be given?
- Is food already prepared or will the caregiver prepare?
- Are special cups, plates, bottles, utensils needed?
- Does food need to be modified (pureed, cut up, etc.)
- Where do you prefer your child to sit during meals?
- Safe swallowing strategies (one bite/sip at a time, alternate food & drink, extra swallow in between bites, etc.)

Nap/Bedtime-

- What does your child do to get ready for nap/bedtime? (listen to a story, watch TV, get tucked in, go to the potty)
- Do they like a light on or for the room to be dark?
- Music, white noise machine, or total quiet?
- Nap/bed times

- How long should naps last? Do you want the caregiver to wake your child after a certain amount of time?

Bath/shower time:

- Temperature of the water
- Certain soaps/shampoos?
- Level of assistance needed to wash
- Lotions/cream needed after?

Toileting/Potty routine:

- Level of assistance needed with wiping?
- Level of assistance with lower body clothing?
- Toilet/potty schedule
- Is there a reward/sticker system for potty training?

**Communication needs: (be sure to demonstrate for the caregiver and ask for a return demonstration to ensure understanding)**

- Speaks (single words, phrases, sentences)
- Picture Exchange
- Sign Language
- Cries/vocalizes
- Augmented Communication Device
- Yes/No
- Gestures/Pointing
- Other: \_\_\_\_\_

What is the best way to give directions?

- Speak (simple language vs. complex language)
- Pictures
- Pointing
- Calm Voice
- Firm Voice

**Mobility needs:**

- Walk/Runs
- Hand-Held
- Walker/walking device
- Wheel-Chair
- Crawl
- Other: \_\_\_\_\_

Safety needs while mobile:

- Falls/trips
- Bumps into things
- Bolts and runs (inform caregiver on what to do in this situation).
- Other: \_\_\_\_\_

**Sensory needs:**

- Avoids: (examples- swings, big hugs, tags on clothing, loud noises)
- Seeks: (examples- movement on a ball, crashing (pillows/cushions), tactile play (playdoh, rice bins, slime, squishy/fidget toys, etc.)
- Over-stimulated by: \_\_\_\_\_

**Behavior needs:**

List any behaviors your child has:

- Give examples and details about them
- Make sure to identify any known triggers for each behavior
- How would you like each behavior handled (ignore, re-direct, countdown, time out, other)
- If your child/family follows a specific behavior plan, be sure to include that information here.

What are the things/strategies that best soothe your child when (s)he is upset?

- Hugs
- Stuffed animal, lovey, blanket
- Music
- Quiet space
- Other: \_\_\_\_\_