



WHEN A RELATIVE OR FRIEND TAKES CARE OF YOUR CHILD

Feeling good about the person who takes care of your child(ren) is important. Many families use relatives or close friends to provide child care. Parents begin child care arrangements with high hopes and a good feeling. Having a relative or friend as a care giver can be difficult, so keep things simple. Below are a few ideas from other parents that can help make this arrangement work.

DEVELOP AN AGREEMENT

Whether you plan on or are using a relative/friend care for your child(ren), consider using the following guidelines to create a formal parent and care giver agreement.

Discuss the following and put in writing:

- Rate of pay and schedule of payment.
- Drop off and pick up times, be sure to include hours you may have to work over.
- Meals and snacks. What will children eat and who will provide the food?
- Daily schedule: Meals, play time, rest time; keep in a routine.
- Discuss behavior and discipline rules.
- Health and safety. Steuben Child Care Project (SCCP) can provide a checklist to help make a home safe for children of all ages.
- List with the care giver all emergency information. Make sure they have all phone numbers where you can be reached, the child(ren)'s doctor's and health insurance information, and written consent for emergency medical treatment.
- Any special needs of the child (i.e. allergies, medications, disabilities, etc).

COMMUNICATE WITH EACH OTHER

It is very important to talk with the care giver every day about how the day went. Ask your relative/friend about any concerns or feedback on the child(ren).

HELP YOUR RELATIVE / FRIEND GET INFORMATION AND SUPPORT

Taking care of children is hard work. Your care giver can get resources by going to the library to get books on what to do with children at different ages. Encourage your care giver to sign up for trainings and support groups and if they enjoy doing child care, encourage them to become a registered or licensed child care provider.

Contact SCCP for more information at:

1-800-553-2033, or 607-776-2126

Monday - Friday, 8:30am-4:30pm

<http://proactioninc.com/SCCP.htm>

You can also call the Rochester Regional Office at (585) 238-8531 or visit the Office of Children and Family Services website at www.ocfs.state.ny.us for further information on NYS Child Care Regulations.