

HOME ALONE

A Checklist for Workers

It is recommended that the following information be available to the worker when he/she is going to provide service in or out of the family's home:

- The phone number of a neighbour or relative to call for assistance if the parent cannot be reached in an emergency
- The name of the place the parent can be reached, the phone number and the expected time of their return
- A list of emergency numbers. Families may want to leave their son/daughter's health card.
- A tour of the house, pointing out and explaining telephones, door locks, security systems, the thermostat, circuit breakers, water shut off, and the location of a flashlight and phone book
- Review the "**All About Me**" booklet on their son/daughter or review their fears, likes/dislikes, behaviours, medical information, including allergies, medical conditions and the administration of medications (if applicable)
- Review of special instructions and equipment/adaptive devices
- Obtain a set of house keys. If the family is going to be gone for the day.
- Knowledge of their family rules, such as disciplining and /or behaviour management, television viewing, stereo and phone use, visitors to your home, and acceptable forms of recreation
- Meal instructions, snacks, bottle/feeding schedules, likes/dislikes.
- Location and instructions for clothing, equipment and other sundry items
- Information about routines and needs, such as stories, teeth care, bathing, nightlights, bedtime
- Suggestions for activities
- Homework and/or chores your son/daughter is encouraged to complete
- Information and/or awareness of family pets
- Smoking rules in their home