

worksheet 1: the family checklist

TRY NOT TO LET THIS LIST OVERWHELM YOU (or allow your imagination to run wild). Just remind yourself that the more thorough you are now, the less you'll have to worry about your kids and pets later. Use the tips and tricks on page 146 to prompt you.

EMERGENCY PHONE NUMBERS

Cell phone (Mom): _____
Cell phone (Dad): _____
Hotel phone: _____
Grandparents: _____
Grandparents: _____
Neighbor: _____
In case of emergency, call: _____
Pediatrician: _____
National Poison Control Center: 800-222-1222
Local poison control center: _____
Emergency day care: _____

GENERAL PHONE NUMBERS

School (or school mom): _____
Teacher: _____
Your children's friends: _____

ALLERGIES

Foods to avoid: _____

What to do in case of an allergic reaction: _____

APPROVED MEDICATIONS

Daily prescriptions (and location): _____
dosage: _____
For a fever: _____
dosage: _____
For an allergic reaction: _____
dosage: _____
For a cold: _____
dosage: _____

TELEVISION, COMPUTER, AND INTERNET RULES

QUIRKS AND NEED-TO-KNOWS

DISCIPLINE (Be specific)

PETS

Mealtimes: _____
Food and portions: _____

Treats and activities: _____

Walks: _____

Litter boxes: _____

Quirks and need-to-knows: _____

Veterinarian: _____

SITTER'S NOTES

worksheet 2: the house-sitting checklist

IT'S TAKEN YOU YEARS TO GET TO KNOW YOUR HOUSE INSIDE OUT. Give your sitter this reference sheet so she won't be scared when, for instance, the house starts shaking after she turns the thermostat up one degree. It would also be helpful for her to know to jiggle the bathroom doorknob if she hopes to ever get out.

EMERGENCY PHONE NUMBERS

Cell phone (Mom): _____
Cell phone (Dad): _____
Hotel phone: _____
Neighbor: _____
In case of emergency, call: _____

GENERAL PHONE NUMBERS

Electrician: _____
Plumber: _____
Locksmith: _____
Miscellaneous: _____

NORMAL NOISES AND HOUSE SOUNDS

TOILET, SHOWER, AND PLUMBING TIPS

DOOR AND LOCK TRICKS

APPLIANCE QUIRKS

SECURITY INSTRUCTIONS

REMOTE-CONTROL INSTRUCTIONS

TRASH AND RECYCLING SPECIFICS

PHONE-MESSAGE INSTRUCTIONS

SITTER'S NOTES

the daily schedule

FILL OUT THE INFORMATION THAT DOESN'T CHANGE from day to day (wake-up time, diaper changes, bedtime), make a photocopy for every day you're going to be away, then fill in the information specific to each day (playtime activities, meals, homework). Use the tips and tricks on page 146 to prompt you.

Day of the Week	Child's Name	Child's Name
6 A.M.		
7 A.M.		
8 A.M.		
9 A.M.		
10 A.M.		
11 A.M.		
12 P.M.		
1 P.M.		
2 P.M.		
3 P.M.		
4 P.M.		
5 P.M.		
6 P.M.		
7 P.M.		
8 P.M.		