

Contacts

Your Contacts sheet should be held near the front of your ChildMinder Organiser to give you easy and instant access to the contacts that you may need in an emergency or during the course of your work as a childminder. The sheet allows for the emergency contact details for each minded child as well as the name, home address and telephone number of anyone who will regularly be in unsupervised contact with the children that you mind at your premises. It also includes Morton Michel ChildMinder helplines and allows for emergency support and services details to be recorded as well as any other useful contact numbers that you may find helpful.

When you take on a new child, you should be sure to remember to update this sheet. Although some of these details are also allowed for in other parts of your Organiser, this Contact sheet gives you fast and easy access to those essential numbers. As well as recording the emergency contact details for each child you must record other key details, which are covered by using the Child Record form in the ChildMinder Organiser.

Morton Michel
Alhambra House, 9 St Michaels Road, Croydon CR9 3DD
Telephone: 020 8603 0900
www.mortonmichel.com



Contacts

FOR CHILDREN IN YOUR CARE

Child's Name	<hr/>	
1st Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
2nd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
3rd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>

Child's Name	<hr/>	
1st Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
2nd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
3rd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>

Child's Name	<hr/>	
1st Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
2nd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
3rd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>

Child's Name	<hr/>	
1st Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
2nd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
3rd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>

Child's Name	<hr/>	
1st Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
2nd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
3rd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>

Child's Name	<hr/>	
1st Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
2nd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>
3rd Emergency Contact	Name:	<hr/>
	Relationship to child:	Tel No: <hr/>

Contacts

PERSON(S) LOOKING AFTER CHILDREN ON MY PREMISES

Name	Address	Telephone Number
		H:
		M:
		H:
		M:
		H:
		M:

EMERGENCY SUPPORT AND SERVICES

Service	Name	Telephone Number
Your own doctor		
Local hospital		
Local police		
Back-up carer 1		
Back-up carer 2		
Local Safeguarding Childrens Board		
Local Social Services		

OTHER USEFUL CONTACT NUMBERS

Service	Name	Telephone Number

MORTON MICHEL CHILDMINDER HELPLINES

Child Minder Policy Number	Area of Support	Telephone Number
	Health and medical information	0117 9342121
	Confidential counselling	0117 9342121
	Tax	0117 9340567
	Legal matters	0117 9340567
	Household repairs advice	0117 9340567

Morton Michel
Alhambra House, 9 St Michaels Road, Croydon CR9 3DD
Telephone: 020 8603 0900
www.mortonmichel.com