Childcare backup availability chart

Confirm backup arrangements before an unexpected change.

Three steps

1. Agree pickup authorization
2. Confirm availability
3. Update changes promptly

A worked example

Day	Thursday
Primary adult	Parent A
Backup	Adult B
Available window	3-5 pm
Confirmed	Yes

A confirmed window helps avoid assuming availability.

Keep contacts private.

Childcare backup availability chart

Use one row per item or decision. Start with what you know.

Day	Primary adult	Backup	Available window	Confirmed

My next action / when