



Kingston MFRC

Guide To Your Family Care Plan

For Military Families with Children under 18 Years of age

Military Families who are pet owners should also include their
beloved pets in their Family Care Plan

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Emergency Family Care Plan

The ultimate goal is for your family to have a **short term and long term** plan in the event of an emergency. Your *Family Care Plan* is broken down into several sections.

- Parent/Guardian information and Dependants information
- Emergency Child Care Plan for 0-96 hours
- Long term care after the initial 96 hours
- Non-emergency child care plan

Steps to activate your *Family Care Plan*:

- Contact and Confirm availability of your 96 hour childcare provider
- If needed, contact and confirm availability/travel with your long term childcare provider

Contact the MFRC during regular business hours (0800-1630) or your Duty Centre after hours if you require Emergency Childcare or Emergency Respite care.

**Kingston MFRC
613-541-5010 ext. 5195**

**Duty Centre/ Officer (24hrs)
613-541-5330**

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Emergency Childcare Services

Emergency Childcare Services (ECS)

- In the event that an emergency occurs and your *Family Care Plan* has fallen through, the ECS is available to assist families.
- Financial support for childcare during emergencies is determined on a case by case basis. ECS has specific requirements that must be met for service to be provided. You will need to contact the Military Family Resource Centre (MFRC) or Duty Centre to see if these services can be provided.

Respite Childcare Services (RCS)

- ERCS is available to CAF families when the parent/ guardian at home requires a period of relief (or respite). Financial support for emergency respite care is determined on a case by case basis.

How to Access ECS

- Contact the Kingston MFRC during business hours (0800-1630) at 613-541-5010 ext. 5195 or the Duty Centre after hours at 613-541-5330 to access ECS. This option should only be considered when your *Family Care Plan* has fallen through.

How to Access RCS

- Contact the Kingston MFRC during business hours (0800-1630) at 613-541-5010 ext. 5195. This option should only be considered when your *Family Care Plan* has fallen through.

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Additional Family Resources

Family Information Line

- As the loved one of a CAF member, you can contact the Family Information Line (FIL) for support, which you may need as a result of the unique nature of military life including mental health issues.
- Counsellors can help your family obtain information as well as provide reassurances, support and referral to various services.
- Toll-free phone line: 1-800-866-4546
- Collect Calls accepted: 1-613-995-5234

FamilyForce.ca

- This is the go-to site with information for and about Canadian military families.
- Here you will find links and information to all the Military Family Resource Centre's (MFRCs) in Canada, the United States, and Europe. As well as programs available through the MFRCs including those related to mental health and social wellness.
- Website: www.familyforce.ca

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Things to Consider When Creating Your Family Care Plan

When necessary, be sure to interview and request criminal record checks on all possible childcare providers before an emergency takes place. Talk to your child about your **Family Care Plan**.

First 96 hours:

- Who would your most reliable contacts be, to provide childcare for the first 96 hours? (Ideally you should have two different contacts).
- Have you talked to your designates and have they agreed to be an emergency contact?
- Does it matter if the emergency is during the week or on the weekend? Do you need different contact numbers in case your designate is at home, work, or out of the house?
- Would an emergency contact be staying at your home or is your child staying at their home?
- Are there expectations that your child will be driven to any lessons or events planned during this time? Would you need to provide your designate access to a vehicle? Is a car or booster seat needed?
- How would expenses be covered during your absence?
- Would you be able to contact your designate or child while you are away?
- Do each of your designates have contact information for the other.

Additional Items for Long Term Childcare:

- Who would be your most reliable contacts be, to provide childcare after the first 96 hours for long term childcare? (Ideally three different contacts).
- What are your expectations of your long-term childcare provider? Would they live at your house, perform daily household chores; continue with your child's regular schedule (lessons, sporting events, etc.)? Would your child stay at the caregiver's home? If so, how would they get there?

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Your Kingston MFRC Family Care Plan

Primary Caregiver and Dependant's information

Parent or Guardian Information:			
		Telephone:	
		Telephone:	
Dependant Name	Birthdate	Medical #	Information

Important Contacts and Daily Schedule

Contacts:	Telephone:	Address:
Family Doctor		
School		
Preschool		
Veterinarian		
Hockey/Music Lessons		

	MON	TUES	WED	THU	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

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Emergency Childcare: Immediate Childcare 0 to 96 hrs.

Caregivers who can be contacted at a moment's notice and would be available for up to 96 hrs for daytime and overnight care until a long-term caregiver is available.

Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	

Caregiver 2:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	

Documents & Items to Include in the Case of an Emergency (Can also include comfort notes):

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Long Term Care: After 96 hrs.

Childcare provider who is able to provide long-term Childcare.

Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	
Caregiver 2:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	
Caregiver 3:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	

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Non- Emergency Childcare

Individuals who are available for scheduled daytime and evening care.

Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	
Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	
Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	

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Your Family Care Plan Example

Primary Caregiver and Dependent's Information

Parent or Guardian Information:			
John Smith		xxx.xxx.xxxx	
Jane Smith		xxx.xxx.xxxx	
Dependant Name	Birthdate	Medical #	Information
Rebecca Smith	August 7, 2012	XXXX XXX XXX Expires 2020/09/03	No medical conditions
Mike Smith	January 1, 2010	XXXX XXX XXX Expires 2021/08/06	No medical conditions

Important Contacts:

Contacts:	Phone:	Address:
Family Doctor:		
School:		
Preschool:		
Music Lessons:		
Hockey:		
Dance:		
Pet's Veterinarian		

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Daily Schedule (**Example**):

	MON	TUES	WED	THU	FRI	SAT	SUN
Morning		Rebecca Piano Lessons 10:00-11:00	Rebecca Piano Lessons 10:00-11:00		Skate Lessons 10:00-11:30 (Both)		
Afternoon	Mike Preschool 12:00-3:30	Mike Preschool 12:00-3:30	Mike Preschool 12:00-3:30	Mike Preschool 12:00- 3:30			
Evening	Rebecca Nap 3:30- 4:30	Rebecca Nap 3:30- 4:30					

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Emergency Childcare: Immediate Childcare 0 to 96 hrs.

Caregivers who can be contacted at a moment's notice and would be available for up to 96 hrs for daytime and overnight care until a long-term caregiver is available.

Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information: example: Sara is extremely familiar with the kids' routine and schedule, and is available for immediate and short term care. They will be staying at her house and she will have access to anything she needs at our house. Additional funds will be provided for food and expenses. No car seat needed.	
Caregiver 2:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information: example: John is extremely familiar with the kids' routine and schedule, and is available for immediate and short term care. They will be staying at their own house and he will have access to anything he needs at their house. Additional funds will be provided for food and expenses. No car seat needed.	

Documents & Items to Include in the Case of an Emergency (Can also include comfort notes):
Health cards, Passports, Blankets and toys, Single day supplies, Medication, Family Care Plan.

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Long Term Care: After 96 hrs.

Childcare provider who is able to provide long-term childcare.

Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information: example: Alice will need to be notified and she will be available for short notice to fly to base for long term. She will continue to provide care and regular schedule.	
Caregiver 2:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information: example: Alex will be notified and brought in, he will be available within 96 hours travel and will provide short term care with help from Sara Burke.	

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Non- Emergency Childcare

Individuals who are available for scheduled daytime and evening care.

Caregiver 1:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	
Caregiver 2:	
Contact Name:	Contact Phone Number:
Contact Address:	
Relationship to Family:	
Important Information:	

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