

Backup-care contact sheet

Everyone who can step in when the usual care falls through, and every number a carer might need, on one page by the door.

Updated on _____

1 Backup carers

People who could have the children at short notice. Ask them first, and agree what they can and cannot do.

Name	Relationship	Phone	Days and hours they can help	Travel time to us	On the centre or school pick-up list? (yes / no)

2 Places and numbers

Place	Name	Phone and hours
Preschool or childcare centre		
School general office		
Student care		
Family doctor or clinic		
Parent 1 at work		
Parent 2 at work		

What every carer should know

Allergies, medicines and anything a carer must watch for. Keep it short and up to date.

Before you need it

- ☐ Add backup carers to the centre or school's authorised pick-up list
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- ☐ Show them the route, the gate and where to wait
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- ☐ Give them a copy of this sheet and the handover sheet
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- ☐ Agree how you will thank or pay them
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In an emergency, call 995 for an ambulance. SCDF asks the public to call 995 only for emergencies such as breathing difficulty, loss of consciousness, a seizure or heavy bleeding. For anything else, call your family doctor.

Source: SCDF, Emergency Medical Services, scdf.gov.sg (page updated 1 July 2026), checked 10 October 2026.