

Weekly care coverage planner

See who has the children at every hour of your working week, and where the gaps are, before the week starts.

Week of _____ Adults counted _____

Day		6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	Gaps (from-to)	Handovers
Monday	Away																		
	Care																		
Tuesday	Away																		
	Care																		
Wednesday	Away																		
	Care																		
Thursday	Away																		
	Care																		
Friday	Away																		
	Care																		
Saturday	Away																		
	Care																		
Sunday	Away																		
	Care																		

1. Shade when everyone is away

On the Away line, shade the hours when every adult who could look after the children is at work or travelling. With one adult, shade that adult's hours.

2. Write who has the children

On the Care line, write a letter in each hour someone has them. Two letters in one hour is double cover: handy for handovers, but it counts once.

3. Circle the gaps

A shaded hour with no letter under it is a gap. Write each gap's times on the right, then plan who could fill it.

Letters for the care line

P Preschool or childcare centre **S** School **SC** Student care **G** Grandparent or relative **H** Helper or nanny **Pa** Parent caring (not working) **O** Other arrangement

Totals, closures and backup

Add up the week, then test it against the day something falls through.

This week in numbers

Total	Weekday hours	Weekend hours
Hours needing care Shaded hours on the Away lines		
Hours covered Shaded hours with at least one letter, each hour counted once		
Hours uncovered Needing care minus covered		

Plan for a closure or a sick day

Pick one arrangement, such as a centre closure or a day your child is too unwell to attend, and work out the extra hours it leaves uncovered.

If this closes or cannot help	Days affected	Extra uncovered hours	Who could step in

Leave days we have left

Each parent, as you know them from your employer. The Childcare Leave Entitlement Checker explains the statutory days.

Parent 1 Parent 2

Backup people to call

Keep names and numbers on the Backup-Care Contact Sheet, next to this plan.

A plan shows gaps; it does not create childcare places, and working from home is not the same as supervising a child. The Family Care Coverage Planner does the same sums on screen and keeps your plan on your device.