

CHILD HQ BINDER

Your Child Information Headquarters: Printable Index & Setup Guide

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HQ stands for Headquarters. The idea is one central place where the child's important information, questions, contacts, and deadlines live.

The format can be a binder, accordion file, or secure digital folder. The goal is simple: know where the information lives.

START WITH THE FRONT

- **RUNNING QUESTIONS PAGE** - every question that needs an answer goes here.
- **NEXT ACTIONS PAGE** - who you need to call, what they need, and the follow-up date.
- **QUICK CONTACT PAGE** - the people you reach most often.

TAB 1 - IDENTITY & AUTHORITY

Keep copies of documents you are actually allowed to have and need to use. Keep originals secure.

- | | |
|---|--|
| ■ Birth certificate, if available / appropriate | ■ Guardianship order, if applicable |
| ■ Identification documents, if available | ■ Power of attorney, if applicable |
| ■ Insurance card | ■ Consent / authority documents, if applicable |
| ■ Placement paperwork, if applicable | ■ Questions about authority / paperwork still unanswered |

TAB 2 - SCHOOL

- | | |
|---------------------------------------|--|
| ■ School name and main phone number | ■ Pickup permissions / approved pickup people |
| ■ Teacher | ■ Lunch account information |
| ■ Counselor / student support contact | ■ IEP or 504 documents, if applicable and provided |
| ■ Attendance contact | ■ School calendar / upcoming dates |
| ■ Transportation information | ■ WHAT THE SCHOOL STILL NEEDS FROM ME page |

CHILD HQ BINDER

Tabs 3-6 + Privacy Rules

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TAB 3 - HEALTH

- Doctor / clinic
- Dentist
- Pharmacy
- Known allergies
- Current medications
- Insurance information
- Immunization records, if available
- Upcoming appointments
- Known medical history
- HEALTH INFORMATION I STILL NEED page

TAB 4 - CONTACTS & CASE INFORMATION

List the people who matter to the child's care and what each person handles.

- Parent / guardian contact, when appropriate
- Caseworker / placement worker, if involved
- Kinship navigator
- Attorney / advocate, if involved
- School contact
- Doctor / medical contact
- Therapist / counselor, if involved
- Important relative
- Emergency person
- Other professional or agency contact

TAB 5 - CALENDAR & FACTUAL LOG

For notes, keep it boring and factual: date, what happened, who you spoke with, and what they said the next step was.

- Visits
- Appointments
- School events
- Deadlines
- Medication refill dates
- Meetings
- Follow-up dates

TAB 6 - BENEFITS & RESOURCES

- Program / benefit name
- Application date
- Confirmation / reference number
- Documents requested
- Documents submitted
- Contact person
- Follow-up date
- Decision / next step
- Local kinship / grandfamily / foster-care resources

PROTECT THE CHILD'S PRIVACY

- Keep the binder or digital folder secure.
- Do not carry every original document around.
- Share sensitive information only with people who genuinely need it for the child's care.
- Use generic sample information if you photograph or demonstrate the binder publicly.

CHILD HQ WORK PAGES

Questions + Next Actions

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RUNNING QUESTIONS PAGE

Every time someone says, "You need to ask the school / caseworker / doctor / court / parent / agency," write the question here.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

NEXT ACTIONS TRACKER

WHAT I NEED TO DO	WHO / WHERE	DATE	FOLLOW-UP

CHILD HQ WORK PAGES

Quick Contacts + Document Tracker

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QUICK CONTACTS

NAME / ROLE	PHONE / EMAIL	WHAT THEY HANDLE

DOCUMENT TRACKER

DOCUMENT	REQUESTED FROM	DATE REQUESTED	RECEIVED / FILED

Crazy GiGi reminder: You may not have every answer today. The goal is to stop the questions, phone numbers, forms, and deadlines from living in ten different places.

GENERAL INFORMATION ONLY: What you are legally authorized to sign, obtain, or share depends on your location and caregiving arrangement. Use the appropriate school, agency, medical, or legal professional for situation-specific guidance.