



Grandfamily Care Binder

A practical organizer for grandparents, relatives
and other kinship caregivers raising children in PEI.

This binder belongs to: _____

Child / children: _____

Keep this binder somewhere secure. It can contain private information about a child, family, health, finances and legal arrangements. Share only the pages a professional actually needs.

Use this binder as an organizer, not as legal, medical or financial advice.

For current program rules and crisis contacts, confirm through official sources or grandfamiliesinc.com.

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START HERE

How to use this binder

Print the pages you need. Some families will use every section; others may need only a few.

1. Fill in only information you are comfortable keeping in one place.
2. Store originals such as birth certificates, passports and court orders securely. Use copies in the binder when possible.
3. Update the contact pages whenever workers, schools, medications or legal arrangements change.
4. Do not use the binder to record rumours or arguments about a parent. Keep notes factual and relevant to the child's care.
5. Bring selected pages to appointments rather than handing over the entire binder.

Sections

- 1 Who do I call?
- 2 Emergency and backup care
- 3 Legal status and documents
- 4 Health and medication
- 5 School and child care
- 6 Benefits, tax and household costs
- 7 Important professionals
- 8 Parent and sibling contact
- 9 The child's family story and important people
- 10 Routines, strengths and what helps
- 11 Grandparent and Alternative Care Provider (GACP) meeting questions
- 12 Turning 18 and future planning
- 13 Notes and updates



QUICK CONTACTS

Who do I call?

Keep this page near the front of the binder.

Immediate danger / medical emergency	9-1-1
Suicide crisis	Call or text 9-8-8
Child Protection - business hours	1-877-341-3101 local 902-368-6657
Child Protection - after hours	1-800-341-6868 local 902-368-6868
Mental Health and Addictions Phone Line	1-833-553-6983 24/7
MHA Emergency Department at QEH	24/7 enter through QEH Emergency
MHA Patient Navigator	902-218-3289 MHApatientnavigator@ihis.org
Family Violence Prevention / Anderson House	1-800-240-9894 local 902-892-0960
211 PEI community navigation	Dial 2-1-1 1-844-925-1257
Community Legal Information PEI	1-800-240-9798 local 902-892-0853
Grandparent and Alternative Care Provider (GACP)	1-866-594-3777 local 902-620-3777
Student Well-being Program	902-368-5868

My local / family contacts

Family doctor / NP

Pharmacy

School / child care

GACP / Child Protection worker

Backup caregiver

Trusted family support



BACKUP CARE

Emergency and backup care plan

Complete this before you are exhausted, hospitalized or dealing with a crisis.

Primary caregiver

Child / children

Home address

Backup caregiver

Backup caregiver phone

People who can safely pick up or supervise the child

Name	Relationship	Phone	Notes

If I am suddenly unavailable

- ☐ Backup caregiver knows where the child's key documents are.
- ☐ School / child care has an appropriate emergency contact.
- ☐ Medication and allergy instructions are written down.
- ☐ Home access, pets and transportation arrangements are known.
- ☐ Any GACP or Child Protection requirements for alternate care have been checked.

Where originals are stored



LEGAL & IDENTIFICATION

Legal status and documents

Keep copies here when possible; originals should be stored securely.

- ☐ Birth certificate
- ☐ Health card
- ☐ Passport
- ☐ Social Insurance Number information
- ☐ Custody / guardianship order
- ☐ Parental agreement / consent
- ☐ GACP agreement
- ☐ Child Protection documents
- ☐ Other court order

Current legal arrangement

Who has legal custody / guardianship?

Who can consent to health care?

Who can make school decisions?

Who controls parent contact?

Next review / court date

Questions that still need legal clarification



HEALTH

Health and medication record

Bring a copy to appointments when it helps the provider understand the child's current care.

Child's name

Health card number

Family doctor / NP

Pharmacy

Dentist

Medications

Medication	Dose	When	Prescriber

Allergies and important health information

Upcoming appointments

Date	Provider	Purpose



EDUCATION

School and child care

Keep contact information, authority and support needs in one place.

School / child care

Grade / classroom

Teacher / educator

Principal / director

Student Well-being contact

Authority and safety

- ☐ School has required custody / guardianship information.
- ☐ School knows who may receive information.
- ☐ School knows who may pick the child up.
- ☐ School knows who can sign forms or consent to services.
- ☐ Emergency contacts are current.

Supports, learning plans or accommodations



FINANCIAL

Benefits, taxes and household costs

Track the systems that change when a child moves into or out of your home.

- ☐ Canada Child Benefit application / caregiver update.
- ☐ GACP approval or payment information.
- ☐ Child care subsidy.
- ☐ Disability Tax Credit / Child Disability Benefit if applicable.
- ☐ RESP / Canada Learning Bond information.
- ☐ Child support order or agreement if applicable.
- ☐ Medical and child care receipts kept for tax review.
- ☐ CRA notified when the child's living arrangement changes.

Monthly costs that changed

Expense	Estimated monthly amount	Notes



CARE TEAM

Important professionals and services

Write down who is responsible for what so you do not have to reconstruct the network during a crisis.

Name / service	Role	Phone / email

Who should I call first when...

A health issue comes up

A visit problem happens

School needs authority

A benefit stops

The child is in crisis



FAMILY CONTACT

Parent and sibling contact plan

Follow court, GACP or Child Protection requirements that apply.

Person	Relationship	Usual contact	Who arranges

Parent contact expectations

Days / times	
Location / method	
Supervision	
Transportation	
If parent cancels	
Gifts / photos / social media	

Sibling contact and important family events

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IDENTITY

The child's family story and important people

Preserve identity and connection without turning the binder into an adult case file.

People who matter to this child

Name	Relationship	How to keep connection

Family traditions, culture, language or community connections

Questions the child is asking about their family



DAILY LIFE

Routines, strengths and what helps

Useful for backup caregivers, school staff, respite or transitions.

Daily routine

Morning

School / child care

After school

Dinner

Bedtime

Weekends

What helps this child feel safe or calm

Strengths, interests and things this child enjoys

Things that are hard right now



GACP

Questions for a GACP meeting

Use this page to prepare for a meeting or phone call.

- ☐ Which GACP stream applies, temporary or permanent, and why?
- ☐ What document shows my legal authority?
- ☐ What does the monthly payment cover?
- ☐ What child-specific expenses can be requested?
- ☐ Who approves health, vision, equipment or special-needs costs?
- ☐ What parent contact is permitted or required?
- ☐ Are overnight visits or respite allowed?
- ☐ What changes require me to notify the worker?
- ☐ When will the placement be reviewed?
- ☐ What happens when the child turns 18?
- ☐ Who do I contact when my regular worker is unavailable?

My questions



TRANSITION

Turning 18 and future planning

Begin before the birthday so identification, benefits and adult services do not become last-minute emergencies.

- ☐ Social Insurance Number.
- ☐ Photo identification.
- ☐ Bank account.
- ☐ Understand when CCB and GACP support end or change.
- ☐ Tax filing.
- ☐ Post-secondary, apprenticeship or work plan.
- ☐ Student Aid / bursary applications.
- ☐ Adult disability or income supports if relevant.
- ☐ Health privacy and consent at age 18.
- ☐ Housing and transportation plan.
- ☐ Emergency contacts in the young person's phone.

Goals for the next 12 months



Notes and updates



Notes and updates