



INSTRUCTIONS FOR SETTING UP YOUR CARE NOTEBOOK

There is no right or wrong way to assemble a care notebook. It has to be what will work for you.

Here are some suggestions:

- Use a 3 ring binders or large accordion file.
- Use tabbed dividers (in addition to the five supplied)
- Use plastic pages to store business cards or papers that will need to be 3 hole punched and filed in proper section.
- Use black ink when filling out forms. Black ink shows up better when faxing and copying.
- Match the icon in the bottom right hand corner with the matching section.
- If adding pages without the icon, use color coded circle labels and put in the bottom corner of papers to be filed in book. Match label color with tab color of section where it will be filed.
- Place photo of your child in the front of your book.
- Download calendar from www.delawarefamilytofamily.org every year. Update pertinent information yearly. You may want to do this every year in the month of your child's birthday or the start of the school year.

Gather information you already have.

This would include reports from any doctor's visits, summaries from hospital stays, information of your child's diagnosis, your child's IFSP or IEP, test results.

- Write in the names of the doctors and other specialists your child sees.
- Fill in as much information as you can on the appropriate forms.
- Throw away duplicate information once you have it recorded or filed in the notebook.

Look through the five sections of the Delaware Care Notebook

- Take out any pages you feel you won't be using.
- Refer to section 5 for websites for other pages to download.

Decide which information about your child is most important to keep in the Delaware Care Notebook.

- What information do you look up often?
- What information do people caring for your child need?

Take the Delaware Care Notebook with you to ALL appointments.