



Preparing for an Absence Checklist Parent of a Member



The following is a **checklist** to assist you and your family prepare for the unexpected and routine aspects of daily life prior to a work-related absence of a loved one.

Contacts for Information/Support

- Military Family Resource Centre
250-363-2640 or 1-800-353-3329
- Family Network Email

Important Information to know

- Mailing information
- Member's rank, service number, unit
- Care package drop off locations
- How to reach the member in an emergency
- Member's email address

If you have Power of Attorney for your child, ask for the information on:

Financial

- Accounts & Safety Deposit Boxes
 - Banking access PIN #, Keys
- Investments
- Allotments
- Income Tax
- Online Banking Passwords
- Payment Plan for
 - Utilities
 - Phone
 - Cable
 - Rent / Mortgage
 - Credit Cards

Travel

- Passport/Visa for all family members

- Immunization

Home

- Mortgage/Rent
- Property Tax (Homeowners Grant)
- Home Insurance
- Security
- Maintenance & Warranties
- Computer Password

Car

- Maintenance & Service Records
- Insurance
- Registration & Driver's License
- Mechanic Phone Number
- Storage

If you are responsible for Pets

- Microchip/Tattoo number
- Registration number
- Feeding information
- Veterinary information
- Medical information
- Routines

If you are responsible for grandchildren

- Emergency Childcare Plan
- Requirements for travel abroad with children when one parent is absent
- Relevant extra curriculum information
- Childcare information
- Medical information
- Relevant school information

Register with us to receive absence support by becoming a part of your Family Network, connecting with the MFRC local to you, and/or receiving support in French. For more information, scan the QR code or visit connect.esquimaltmfrc.com/deployment.

