A PRACTICAL 12-PAGE WORKBOOK

When You Cannot Find Your Parent or Caregiver

A calm child-and-caregiver practice guide. An adult should adapt these steps to the child’s age, communication needs and the places they visit. Do not test a child by deliberately disappearing.

Understand the choice → **Make your own plan** → **Practice and revise**

What you will finish

A defined goal, two completed planning sheets, an evidence log, a short action list and a dated review. Begin with the worked example, then replace assumptions with information from your own household.

Inside this guide

02 Worked example & chart

03 Core guidance & decisions

05 Your planning worksheets

07 Inventory, action and progress logs

10 Practice, notes and references

Print at actual size on US Letter. For form fields, open the interactive edition in a compatible PDF reader and save a copy with a new name. Blank worksheets do not automatically calculate totals.



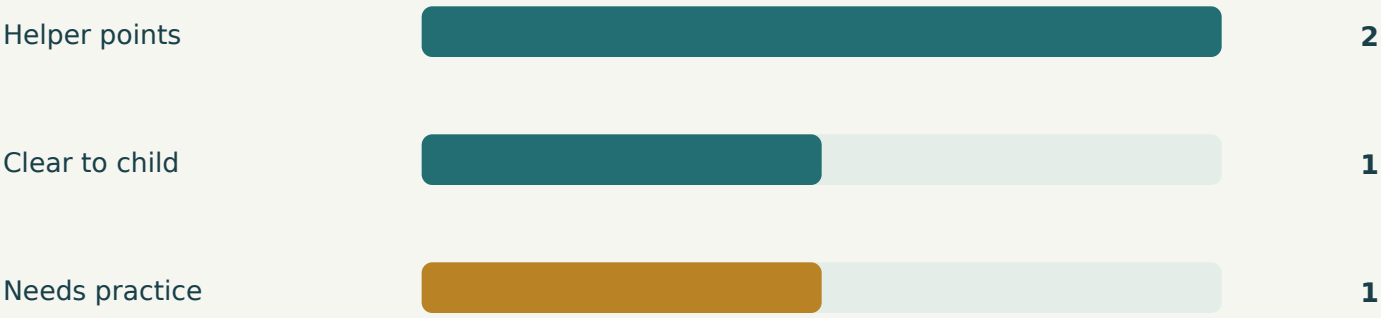
Keep a useful offline copy

Make the next step clear for the person who needs it.

02 / UNDERSTAND THE RESULT

See a completed example

During a calm caregiver-led practice, a child identifies two appropriate helpers at a familiar staffed location. One helper point is easy to find; the second is confusing. The caregiver revises the meeting plan and practices again without actually leaving the child alone.



helper points | Fictional worked example; not a prediction or safety score.

What the numbers mean

Practice with a trusted adult. Do not stage a surprise separation. The child needs a simple action, not a long list to memorize.

Check before using the example

- ☐ The people, period and units match the question.
- ☐ The example assumptions are separate from my own facts.
- ☐ Unknowns remain visible until they are checked.

What changes for my household?

03 / CORE GUIDANCE

Make the first decisions

Pause and find a safer place

If you cannot see your caregiver, pause. Do not wander through a parking lot or leave the building to search. If the place you are in is dangerous, move away from the immediate danger to a nearby safer staffed place and ask for help.

Ask a helper to call

Look for a store worker with a name badge, a uniformed police officer or another helper your caregiver has discussed with you. Say: I cannot find my caregiver. Please help me call them. If you can, show your contact card privately.

Name the need → **Check the evidence** → **Record a decision**

Caregiver names / phone numbers - first decision

What evidence do I need before continuing?

04 / CORE GUIDANCE

Turn the decision into action

Stay where help is being organized

Ask the helper to contact your caregiver or the site’s lost-child procedure. Do not leave the location, accept a ride or change plans because someone says your caregiver sent them. Ask an official helper to verify who is collecting you.

Practice together before you need it

With your caregiver, identify help desks, safe meeting places and contact numbers. Practice the words out loud without creating a real separation. In immediate danger, ask for 911 help. At school or childcare, follow the staff reunification plan.

- [ ] I can explain the plan to the person who will use it.
- [ ] I know which instruction or qualified source to consult.
- [ ] I have recorded a next action instead of guessing.

One thing to verify / source / person to ask

05 / COMPLETE THIS WORKSHEET

Your plan: the starting facts

Use specific quantities, dates and locations where relevant. Write "not checked" when you do not know. Keep private details in a protected copy.

Caregiver names / phone numbers

Backup authorized adult / phone

School or childcare contact

Nearby staffed help point

Communication card / support needs

Family collection verification plan

06 / COMPLETE THIS WORKSHEET

Your plan: the working details

Use the same units when comparing a target with what you have. Keep changes traceable: note the reason and the date.

Practice place / date / caregiver

What the child can say or show

Where the child will ask for help

What the helper should know privately

What we will practice next

Caregiver review / contact update

07 / KEEP THE PLAN CURRENT

Evidence & observation log

Use this log for items, measurements, contacts or observations relevant to this guide. A record without a date or source may need checking again.

Item / observation	Quantity / result / unit	Source / location	Checked / review date

What is still unknown, and how will I check it?

08 / CLOSE ONE USEFUL GAP

Next actions & priorities

Choose actions that address actual needs. Cost is only one factor: access, time, support and safe use can matter more. Do not delay urgent help to finish a form.

Action / gap	Owner / helper	Cost or resources	Due / status

The first action I will complete / why it matters

A backup if the first action is not possible

09 / VISUAL PROGRESS TRACKER

A four-week review rhythm

Week 1: check facts → **Weeks 2-3: act** → **Week 4: review**

The sequence is an organizing example, not an emergency deadline. Move urgent actions sooner. For growing projects, use crop and season guidance rather than assuming a harvest in four weeks.

Week / date	Action or observation	Evidence of change	Next adjustment

Plot a measure that is useful to this topic

Choose one unit and a scale. Mark your own four observations; leave the graph blank until you have real data.



Measure / unit / scale / dates

10 / A DISCUSSION EXERCISE

Practice without creating a hazard

Use the worked example on page 2 as a starting point. Change one ordinary condition: the usual helper is unavailable, an item is missing, a measurement changes or the first option cannot be used. Discuss the adjustment in a calm, age-appropriate setting.

A safe practice sequence

- ☐ Agree who is participating and what the exercise covers.
- ☐ Find the relevant instructions, supplies or records.
- ☐ Identify the first decision and an alternate option.
- ☐ Stop if anyone is distressed or a real hazard appears.

Changed condition / what we would do first

Who helps / what we must verify / where to find it

Finding / correction / owner / review date

11 / KEEP THE REASON WITH THE CHANGE

Notes & decision journal

Record why you changed the plan so that your next review starts with useful context. Do not put passwords, identification numbers or unnecessary medical details in shared copies.

Date / observation

Decision / reason

Question to ask / trusted source

Answer / evidence / checked date

What worked / what did not

Next review / people to tell

12 / CONTINUE WITH TRUSTED INFORMATION

References & using your files

Sources for further learning

NCMEC KidSmartz
https://www.missingkids.org/education/kidsmartz

CDC child reunification planning
https://www.cdc.gov/children-and-school-preparedness/keeping-safe/index.html

Your two editions

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Use appropriate help

Follow official local instructions, product manuals and qualified professional guidance. This workbook does not replace emergency response, medical or veterinary care, technical inspection or child-safeguarding support. In immediate danger in the United States, call 911. Keep completed household records private.

- ☐ I saved a private copy and can reopen my answers.
- ☐ I printed or stored an offline version where appropriate.
- ☐ I dated the next review and told the relevant helper.