

Child Transitions and Handoffs Planner

For Our Children and Families - practical public-use support for moments when families need calmer next steps. Not legal advice. Start with safety first.

Purpose

Use this short planner to keep transitions calmer for the child. It is for ordinary weekly use: exchanges, overnights, school pickup changes, provider handoffs, activity days, and other points where stress can spike.

Core idea

A transition plan should reduce confusion, reduce adult spillover, and protect the child's routine, belongings, and emotional regulation.

1. Transition points this week

- Exchange day/time:
- Pickup or drop-off location:
- School handoff involved? yes / no
- Childcare handoff involved? yes / no
- Activity or practice handoff involved? yes / no
- Provider/appointment handoff involved? yes / no

2. What helps this child most at transitions

- Predictable time warning:
- Comfort item or bag:
- Food/snack needs:
- Medication needs:
- Homework or school material needs:
- Sensory or regulation needs:
- Sleep/fatigue concerns:
- Transportation concerns:

3. Keep these items from getting lost in the switch

- Backpack / school folder:

- Medication:
- Glasses / device / charger:
- Sports or activity gear:
- Comfort item:
- Paperwork or provider form:

4. What made the last transition harder

- Late change:
- Missing item:
- Child caught adult conflict:
- Schedule confusion:
- No food / tired / dysregulated:
- Unsafe or chaotic location:
- Too many last-minute messages:
- Other:

5. What would make the next transition calmer

- Earlier confirmation time:
- Written pickup/drop-off plan:
- One message thread only:
- Neutral location:
- School-based handoff:
- Simpler bag checklist:
- Better notice about schedule change:
- Child support person aware:

6. Child impact notes

Write only what changed for the child.

- Sleep:
- School attendance or readiness:
- Mood / regulation:
- Missed item or missed medication:
- Stress before or after handoff:

- Confusion about schedule:

7. Next small fix

Pick one change for the next handoff.

- What change will we try:
- Who needs to know:
- When will it be confirmed:

8. Carry-forward note

If this planner is being shared with a teacher, provider, helper, or support person, keep it short and child-centered.

- Main concern this week:
- Main protective step this week:
- Main follow-up date: