



FOR OUR CHILDREN AND FAMILIES

FOCAF Weekly Routine + School Planner

A printable week-at-a-glance planner for routines, school, childcare, activities, transportation, and steadier family handoffs.

What this packet is for

Use one sheet per week. Keep the plan visible so children, caregivers, and adults supporting them can see what is happening without searching through messages.

Start here

<input type="checkbox"/>	Write the child's name, the week, and the adults who need this plan.
<input type="checkbox"/>	Fill in only what is known now. Leave room to update.
<input type="checkbox"/>	Use the school / care notes area for the details that are easy to forget under stress.
<input type="checkbox"/>	If a week changes midstream, mark the update date instead of rewriting the whole page.

Weekly routine planner

Child / children		Week of	
Main adults using this page		Update date	
Day	Morning	School / daytime	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



School, care, and transportation notes

Area	Important note	Done / checked
School attendance		<input type="checkbox"/>
Homework / reading		<input type="checkbox"/>
Childcare		<input type="checkbox"/>
Activities		<input type="checkbox"/>
Transportation		<input type="checkbox"/>
Meals / supplies		<input type="checkbox"/>
Sleep / routine		<input type="checkbox"/>
Next week prep		<input type="checkbox"/>

What helped this week / what needs adjustment next week



FOR OUR CHILDREN AND FAMILIES

FOCAF Orders, Dates, and Deadlines Tracker

A calm place to keep orders, hearing dates, school deadlines, provider deadlines, and family follow-through in one printable packet.

What this packet is for

Use it when dates are easy to miss, orders are hard to track, or different people need the same information. Keep the current page on top and cross off what is complete.



Start here

This packet works best when you use it for one current stretch of time rather than trying to rebuild everything at once.

<input type="checkbox"/>	Write the most recent order, notice, or decision at the top of the next page.
<input type="checkbox"/>	List the next date that matters, even if you still need to confirm the time.
<input type="checkbox"/>	Note who needs the update next: school, childcare, provider, other parent, support person, or lawyer.
<input type="checkbox"/>	Circle anything you do not understand yet so it can be clarified before the date arrives.

Current snapshot

Today's date	
Most recent order / notice	
Next hearing / meeting / deadline	
What changed most recently	
Who needs an update next	

Timeline of what matters next

Date	What it is	What needs to happen	Who needs notice	Done
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



FOR OUR CHILDREN & FAMILIES ORDERS, DATES, DEADLINES

Date	What it is	What needs to happen	Who needs notice	Done
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



Notices, follow-through, and questions

Keep this page simple

Write the name of the person, office, or school; the date you contacted them; what you asked; and the next follow-up. This is not a place for arguments. It is a place for clear family logistics.

Updates to send

Date	Person / office	What was shared or requested	Done
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Questions to clarify before the next date



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FOCAF Questions for Calls, Meetings, and Visits

A simple prep-and-follow-up packet for school calls, provider visits, legal-help calls, service meetings, and other family logistics conversations.

What this packet is for

Use this to prepare, stay grounded during the conversation, and record the next step afterward. It helps keep important details from getting lost.

Start here

<input type="checkbox"/>	Write the one main question you need answered first.
<input type="checkbox"/>	Bring the child's name, date of birth, and the dates or papers the office may ask about.
<input type="checkbox"/>	Leave room to write the next step in the other person's words.
<input type="checkbox"/>	Use the call log at the end of this packet to keep follow-up clear.

Question prep page

Date	
Who the call / visit is with	
Main question	
Details to have ready	
What I need clarified	
What I was told	
Next step	
Follow-up date	



Call, meeting, and visit log

Date	Who	Topic / next step	Follow-up by	Done
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Names and numbers to keep handy

Person / office	Role	Phone / email



FOR OUR CHILDREN AND FAMILIES

FOCAF Child Information Card + Wallet Sheet

A concise child information sheet plus small carry cards for safe, practical sharing with approved adults who may need key information quickly.

What this packet is for

Use this for school pickup backups, childcare, relatives, medical appointments, or emergency planning. Share carefully and update whenever contact or health information changes.



Full child information sheet

Privacy note



This page holds personal information. Keep it in a safe place. Give copies only to trusted adults who truly need it for care, safety, or logistics.

Child name	
Preferred name / nickname	
Date of birth	
Main address / home base	
Parent / caregiver contacts	
School / childcare / program	
Doctor / counselor / supports	
Allergies / medications / health notes	
Safe pickup adults	
Important calming / comfort notes	



Wallet card sheet

Print this page on heavier paper if possible. Cut along the lines and keep the cards current.

 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>	 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>
 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>	 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>
 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>	 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>
 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>	 <p>Child: Caregiver: Phone: Backup contact: Allergy / medical note: School / care:</p>