



EVERYDAY WORKING PAGES

FOCAF Handoff + Exchange Notes Pad

Printable pages for calmer transitions, clear information sharing, and day-of notes.

Start here

- Use one line or one box at a time. Keep it brief, child-centered, and practical.
- Focus on routine, school items, medication, belongings, and what the child needs next.
- This is not a place for arguments. Use it as a simple working page.

These pages are designed to help families stay organized, communicate more clearly, and keep child needs in view. Use what fits your situation and leave the rest.

Quick guide

A short note is usually enough.

- What time the handoff happened
- Any medication given or due soon
- Homework, forms, or school items going with the child
- Clothing, comfort items, sports gear, or chargers
- One brief health, mood, or routine note if needed

Transition note page

Date	Time	Pickup / dropoff place	Who was present

What the child needs next	School / activity items	Medication / health note

Belongings sent	Follow-up item	Notes kept short and factual

Extra refill page

Print this page again if you need more room.

Date	Where	Routine / school / care update	Belongings or follow-up

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