

# ROUGH HANDOFF REPAIR SHEET

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

## Public-use family support tool

Use this after a handoff, exchange, or pickup went badly and the next goal is to steady the child, reduce repeat harm, and keep the next exchange from getting worse.

### DO FIRST

- Make sure the child has what they need right now: calm, food, water, rest, medication, quiet, comfort items, a bathroom, and a predictable next step.
- Write down only the practical facts while they are fresh.
- Keep the first adult message short and child-centered.

### WRITE DOWN THE PRACTICAL FACTS

**Date:**

**Time:**

**Location:**

**Who was present:**

**What changed from the expected plan:**

**What the child needed immediately after:**

**Belongings / medication / paperwork issues:**

**Transportation issue:**

**Safety issue if any:**

### CHILD IMPACT

What did the child seem to need most right after?

- regulation
- food / water
- rest
- medication
- reassurance
- school support
- provider follow-up
- schedule clarity

## NEXT CALMER MESSAGE

### Use one short note that covers:

- the next practical need
- what the child needs now
- one clean request or clarification
- the next pickup / dropoff / school / provider fact

## NEXT REPAIR STEP

- update the handoff note pad
- update school if the exchange affects attendance or behavior
- update provider if medication, therapy, or medical care was affected
- adjust the next transition plan
- keep one backup adult visible if the next exchange may change again

## WHAT NOT TO DO NEXT

- do not send a long argument while the child is still dysregulated
- do not force the child to explain the whole exchange
- do not turn the child into the messenger for what happened
- do not wait too long to fix the next practical step

## BEST COMPANION TOOLS

- Handoff / exchange notes pad
- Belongings and medication transfer sheet
- Child transitions and handoffs planner

- Child support message starters
- Child week reset sheet

Public-information tool only. Not legal advice.