FAMILY PICKUP HANDOFF STUDIO

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Write the date, exact location and the person who agreed to pick up.

STEP 2 Mark confirmations only when someone has acknowledged the plan.

STEP 3 Communicate last-minute changes through a trusted direct channel.

STEP 4 Which fact or document still needs checking?

FAMILY PICKUP HANDOFF STUDIO

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

PICKUP TIME	PICKUP POINT OR ACTIVITY	PERSON RESPONSIBLE	CONFIRMATION	CONTACT OR CHANGE NOTICE

Outstanding question or record to confirm

FAMILY PICKUP HANDOFF STUDIO

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Write the date, exact location and the person who agreed to pick up.

Concrete next action

Owner / due

ACTION 2 Mark confirmations only when someone has acknowledged the plan.

Concrete next action

Owner / due

ACTION 3 Communicate last-minute changes through a trusted direct channel.

Concrete next action

Owner / due

IMPORTANT CONTEXT

Do not store children's full names, school access codes or other sensitive details in shared exports.

- [ ] Source checked
- [ ] Next action assigned