

Schedule Change and Handoff Clarity Sheet

A practical worksheet for reducing daily friction around handoffs, pickup timing, and last-minute schedule changes.

Name _____

Date _____

Main transition problem

WHICH HANDOFF IS HARDEST

WHAT USUALLY GOES WRONG

WHY IT MATTERS

Normal schedule-change rules

HOW MUCH NOTICE IS EXPECTED

WHAT DETAILS SHOULD BE INCLUDED

WHO NEEDS TO KNOW

Fallback plan

WHAT TO DO IF NOTICE IS LATE

HOW TO REDUCE SCRAMBLE

WHAT SHOULD STILL BE COMMUNICATED

Handoff quality

WHAT A GOOD HANDOFF INCLUDES

WHAT SHOULD NEVER BE SKIPPED

HOW TO REVIEW WHETHER THIS IS IMPROVING

CalmCare worksheet — designed for printing and filling out by hand or on screen.