

Caregiver Handoff Sheet

Use this sheet to share current care details with the person taking over. Keep it private and current. Copy essential information accurately from the child's existing care instructions; do not use this sheet to create a new medical plan.

The arrangement

Date and care period:

Caregiver and contact:

Parent or responsible adult and contact:

Agreed pickup or return:

The day

Care detail	Current arrangement
Meals or feeding instructions	
Sleep and rest arrangements	
Activities or places	
Comfort and communication preferences	
Toileting or other everyday care	

Essential instructions and contacts

Where the current professional instructions are kept:

Relevant allergy or care information already established:

Health care contact and agreed urgent-help route:

What the caregiver should contact us about:

Share only what is needed for this period of care. If medication is involved, follow the existing professional directions and the rules applying to the caregiver's setting; the worksheet does not supply doses.

Illustrative handoff

“Pickup is at 5:30. The coat is in the blue bag. Before leaving, say, ‘One more turn, then we are going.’ If pickup changes, call me rather than assuming another person is collecting. The current care instructions and contacts are in the agreed folder.”

This is a fictional everyday example. The actual arrangement must fit the child and authorized adults.

Confirm and update

Questions the receiving caregiver has:

Changes to pass on afterward:

Date last checked:

[Read about caregiver communication](#) · [Prepare to start child care](#)

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