

The next caregiver needs the details, not another long message.

Daycare & Caregiver Handoff Kit

A complete transition workflow with a caregiver profile, trial-day plan, packing checklist, daily handoff, pickup review, and first-week reset.

12 pages | LETTER | Print only what you need

Start with one useful page

Use this kit to coordinate care and remember details, not to score your day.

01 Start with setup questions. Ask the provider which official forms and procedures are required.

02 Use a trial-day page to find missing details before the first full week.

03 Keep one daily handoff sheet with the current instructions; replace outdated copies.

A completed-note example

Illustrative pickup note: "Bag needs two spare outfits tomorrow. Alex will pack them tonight. Please confirm the provider received the updated contact form." These pages supplement, never replace, official provider records.

Printing & privacy

Choose the PDF matching your paper: US Letter or A4. Print at actual size (100%); try one page first. Pages are designed for handwriting, not interactive form filling. Reprint worksheets for your household and caregivers caring for your child. Keep completed pages private; do not upload personal care notes to the shop.

Before the first day

Ask the provider directly. This page does not establish care policies, legal permissions, or medical instructions.

Required forms / due dates

Hours / arrival and pickup procedures

Food, milk, supplies, and labeling requirements

How changes and urgent concerns are communicated

Questions still open / owner / follow-up date
