

Caregiver handover sheet

One sheet a day that travels with your child between parents, grandparents, helpers and centres, so nobody has to remember the details.

Date _____ From _____ To _____

Today	Morning (handed over at ____)	Afternoon and evening (handed over at ____)
Meals and milk What and roughly how much, and when		
Sleep and naps From and to		
Toilet or nappies Anything unusual		
Mood and health How they seemed; any knocks, rashes or temperature		
Medicine given Only as the parent instructed: name, dose, time, given by		
What we did Play, outings, homework		
Coming up Pick-ups, classes, appointments		
Message for the next carer		

Tasks for the carer

Copy the adult steps from your routine charts, or print them from the Visual Routine Builder's caregiver handover list.

Call a parent if

Agree the list together, for example a fever, a fall or knock to the head, a child who will not eat or drink, or anything that worries you.

About our child: For a new carer

Fill this in once and update it when things change. It helps a grandparent, helper or relief carer start the day the way your child expects.

About	What the carer should know
Daily rhythm Usual wake, meal, nap and bed times	
Food Likes, dislikes, foods to avoid and allergies	
Comfort Comfort items, how they like to be settled	
Words they use For the toilet, for being hungry, for feeling unwell	
Screens What, when and for how long	
Rules we keep Bedtime, sweets, outdoor play, going out	
Medical notes Conditions, regular medicines, where the Child Health Booklet is kept	
Who to call Parents first, then the people on the Backup-Care Contact Sheet	

This sheet records what happened; it is not a health check. If you are worried about your child's health or development, talk to your family doctor and bring the Child Health Booklet. Keep this sheet at home or with the carer; do not post it online.