

Schedule discussion sheet

Keep this beside a dated calendar example. Note what you are considering; put anything unresolved in the questions section.

01 The repeating pattern

Pattern to discuss

Pattern start date

Parent or home with the first night

Dates shown on the calendar

02 Regular handoffs

Day or occasion

Time

Place

Who handles pickup

If school is closed, or the usual pickup cannot happen

03 Dates that differ

Date or date range

Change to discuss

Still to confirm

04 Questions still open

Question

Who will follow up

By when

Next check-in