Back-to-work family handover planner

Print this sheet, or talk through the prompts together. Use only the parts that help. Keep completed copies private.

Use one realistic workday rather than trying to plan the whole month. Include every adult who will provide care. If you parent alone, use the support column prompts to identify a specific gap to discuss with someone you trust.

Our ordinary day

Before leaving: what must happen, and who owns it? _____

Drop-off or first care handover: person and time _____

Collection or next care handover: person and time _____

Evening essentials: task and owner _____

Owning a task includes checking, preparing and following it through. Example: “Pack the bag” also means noticing that spare clothes need replacing.

Information everyone needs

Childcare contact and collection arrangements: _____

Where the current care information is kept: _____

Supplies to check the night before: _____

One thing the working parent needs prepared for themselves: _____

Continue: Back-to-work family handover planner

If the plan changes

Late journey: who contacts the carer? _____

Childcare unavailable: first person to call _____

Backup arrangement we have actually agreed: _____

Work or childcare policy we still need to check: _____

This worksheet does not establish leave rights or permission to collect a child. Confirm those arrangements with the employer and childcare provider.

Review after the first few days

The handover that went well: _____

The part that felt rushed: _____

One change for next week: _____

Who will make that change, and by when? _____

Keep personal contacts and work details in your own private copy. A plan that needs adjusting is giving you useful information.

Browse all free resources.

For ideas to use alongside this resource, read Returning to work after a baby: planning the everyday handovers.

More help for your family

Map the practical pinch points around childcare, work and home, then share responsibility for the whole task.

Free printable resource. A practical transition sheet for the journey, school routines and getting help.