

School check-in and pickup plan

Complete together. Follow the school's phone, absence and collection procedures.
This family plan does not authorize a pickup or confirm school attendance.

Plan for / week beginning

Review date

1. The normal routine

Day / activity	Destination or collection point	Responsible adult
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

2. Who handles the check-in?

Primary caregiver / contact method

Agreed backup / contact method

Expected check-in: ☐ call ☐ message ☐ place alert ☐ other

When / where expected, and who checks it:

3. Changes and missing check-ins

School / club's accepted contact channel and change-of-plan procedure:

Who confirms a changed arrangement with the school, caregiver and child?

If the expected check-in is missing, our first contact and next step are:

4. Try it together

☐ School phone rules checked ☐ Child can explain the plan☐ Caregivers have agreed their roles ☐ Check-in practised

If using a locator: read the last update time. A map pin locates the phone; an arrival alert does not prove classroom attendance. Keep the completed worksheet private.