Who is picking up today?

Prevent missed pickups when responsibilities change.

Three steps

1. Check the actual schedule
2. Ask the responsible adult to confirm
3. Update the shared plan immediately if it changes

A worked example

Day and time	Tue 15:30
Location	School gate
Confirmed adult	Parent A
Backup contact	Parent B
Confirmed on	Monday evening

Parent A confirms Tuesday; Parent B is a backup, not a second assumption.

Keep private contact details off publicly shared copies.

Who is picking up today?

Use one row per item or decision. Start with what you know.

Day and time	Location	Confirmed adult	Backup contact	Confirmed on

My next action / when