|  |  |
| --- | --- |
| **Child’s Name:** |  |
| **Family:** |  |

| **Steps** | **Notes and Actions** | **Date Completed** | **Reflections and Follow-up** |
| --- | --- | --- | --- |
| Information provided to the family |  |  |  |
| Important information gathered from the family |  |  |  |
| Negotiated return time and day |  |  |  |
| The following support will be helpful for this child and family to settling back into the environment |  |  |  |
| Orientation and Transition social scripts |  |  |  |
| The following strategies will be helpful to ensure handover/information sharing with this family is successful |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |