

HANDOFF DAY

Nothing gets left at the other house.

Run this the night before and the morning of every custody handoff. Three columns for up to three kids. Tick it, pack it, send one short note, done.

MARK YOUR WEEKS • SHADE YOUR DAYS, CIRCLE THE HANDOFF

MON ---	TUE ---	WED ---	THU ---	FRI ---	SAT ---	SUN ---
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The night before

- ☐ Handoff time and place are on the calendar, and both of you have the same one
- ☐ Read the week-ahead brief for the other house's days: games, forms, appointments
- ☐ Homework, library books and signed forms are in the backpacks
- ☐ Phones, tablets and chargers are charging
- ☐ Laundry from your week is washed and in the bag

What to pass on

Logistics only. Keep it short and neutral. Facts, dates, times.

- ☐ Events and deadlines that fall on their days
- ☐ Medicine given today: what, how much, what time
- ☐ Anything a teacher or coach flagged
- ☐ Forms or fees still open, and who's handling them

Pack list

ITEM	KID 1	KID 2	KID 3
Medicine, inhaler, EpiPen, with dosing notes	☐	☐	☐
Glasses, retainer, contacts case	☐	☐	☐
Backpack, homework folder, school ID or bus pass	☐	☐	☐
Sports or activity gear: uniform, cleats, mouthguard, instrument	☐	☐	☐
Phone or tablet and its charger	☐	☐	☐
Clothes for the weather this week, plus one spare	☐	☐	☐
Comfort item: blanket, stuffed animal, book	☐	☐	☐

After the handoff

- ☐ Log anything you paid that gets split: receipts photographed, amount, date
- ☐ Next handoff date is on the calendar with a reminder the night before
- ☐ Anything left behind goes by the door with a sticky note, not in a drawer

SET IT UP ONCE

Three prompts. Copy them in.

Connect Gmail and Google Calendar to Claude first. Then paste these. Swap the words in [brackets] for yours.

Claude drafts. You send.

1. The handoff brief

NIGHT BEFORE A HANDOFF

Look at my Google Calendar for the next 7 days and my Gmail from the last 7 days. My kids are [names and grades]. The handoff is [day, time, place].
Give me: (1) anything on their calendar during the other parent's days, (2) forms, fees or items due in the next 7 days, (3) a pack list per kid based on what's scheduled. Keep it to one screen. Don't send anything.

2. The note to the other parent

MORNING OF

Draft a short handoff note to [co-parent] from these facts: [paste the brief, or type the key points].
Rules: logistics only, under 80 words, neutral and polite, no opinions, no history, no blame. List dates and times plainly. I will read it and send it myself.

If a court ordered a co-parenting app, paste the draft into that app and send it there.

3. Put the next one on the calendar

AFTER THE HANDOFF

Our schedule is [e.g. alternating weeks, handoff Sundays at 5 pm]. Check my calendar for the next handoff. If it isn't there, show me the event you'd create, with a reminder at 7 pm the night before. Create it only after I say yes.

What Claude never touches

- ☐ Kids' Social Security cards, passports, birth certificates. Keep them out of any connected Drive or inbox.
- ☐ Anything that sends or pays without your yes
- ☐ Your kids' own email or phones

Want the whole system?

The Dad Ops course sets up the school-email sweep, the custody-aware calendar and a morning brief that runs itself. One evening of setup.

THESINGLEDADHQ.COM

NOTES FOR NEXT HANDOFF